WordSmith Manual 2.2

WordSmith Manual

Introduction

Thank you for choosing WordSmith!

WordSmith is the most revolutionary, intuitive and full-featured word processor, doc viewer and enhanced memo pad available for the Palm organizer. WordSmith synchronizes and integrates seamlessly with Microsoft Word so that your desktop documents can easily be transferred to your organizer and vice a versa with little or no change in formatting!

In keeping with the application's simple and extremely user-friendly interface, this manual strives to deliver the information you need to know in as simple and straightforward a manner as possible. The following is an overview of the manual:

Chapter 1 covers the features and systems requirements of WordSmith.

Chapter 2 is a **"Getting Started"** chapter that covers installation, the basics of editing and viewing documents and memos on your organizer, synchronizing documents between your desktop computer and organizer and MORE...

Chapter 3 explains how the WordSmith conduit, FineType font converter and FineType Manager works their magic.

Chapter 4 provides an overview of the WordSmith application - the word processor, document viewer and enhanced memo pad.

Chapters 5-8 cover the numerous features embodied in this amazing little application feature-by-feature and menu-by-menu.

Chapter 9 describes the numerous Graffiti and keyboard shortcuts available with WordSmith.

Thanks again for using WordSmith.

Table of Contents

Chapter

1

Features and Requirements

New Features in WordSmith 2.2

- Support for Palm OS 5 implemented. WordSmith for OS 5 is actually 3k smaller than before!
- New High Resolution application icons for FineType and WordSmith for Palm OS 5 devices.
- Extend Selection: Allows you to select large blocks of text easily. Similar to using shift-arrow keys on keyboard. Just place cursor where you want to begin selection, and then go to the Options menu/Extend Selection and place cursor where you want the selection to end. Works nicely with the File menu's Go To features. This option is great for editing with the stylus or for users of keyboards that don't support shift-arrow to select text.
- Search from top: If you do a search or replace and you do not start at the top and nothing is found, WS will now ask if you would like to search again from the top.
- Find dialog changed so when you hit the 'Search Other Applications' checkbox, it will now bring up the system find dialog so there is no checkbox to 'Search this document'. You would need to 'Cancel' and hit 'Find' again to go back to the 'Search this document' dialog. Find next is as simple as hitting the system find icon again and tap ok.
- With FineType off on Sony CLIE High Resolution devices, we have switched to display with the larger fonts.

New Features in WordSmith 2.1

- Virtual File System (VFS) Support. This enables users of the Palm m500/m505, Sony Clie, Handspring Treo 90 and Handera 330 to read and write to and from the Secure Digital (SD) card, MultiMediaCard (MMC) card or Sony Memory Stick®. You can also compress documents on the expansion card.
- Spell Checker. The spell checker is integrated with WordSmith and comes with 2 dictionaries, large and small. The Spell Checker was developed by **DDH Software, Inc.** (www.ddhsoftware.com).
- Thesaurus. The thesaurus is also integrated and utilizes the same dictionaries as the spell checker. The Thesaurus was developed by **DDH Software, Inc.** (www.ddhsoftware.com).
- The Mac OS WordSmith desktop application has been carbonized and now will run natively under OS X.
- FineType Manager is now available... delete, beam and preview FineType fonts on your organizer!
- New larger font available for hi-resolution devices.
- Ability to Auto-Save.
- Enhancements to View Mode. Take-A-Break feature is now available in View mode all of the time and dragging on the far left side of the screen will always do a drag scroll. This is a good way to stop an auto-scroll.
- Main-screen UI Enhancements. Now you can easily determine which documents are plain text, password protected, uncompressed and WordSmith Docs. Here is how: (P) for plain documents, padlock for protected documents and [W] for WordSmith rich text documents. In addition, uncompressed documents now have a dotted line around the document's size. If you tap on the size, WordSmith will automatically compress the document if it is less than 4k. If the doc is larger than 4k, WordSmith tells you how long it will take to compress and asks if you want to continue. Please note that compression without opening the document is disabled on the Clie 710/760 due to a bug in the Sony VFS driver.
- Misc. enhancements. Replace All's performance has been enhanced and Go To Previous now remembers the last 50 locations instead of the last 10.

New Features in WordSmith 2.0

- Introducing FineType™ - our new font technology that allows users to import outline and TrueType fonts from the desktop (*Windows* only) and view anti-aliased, high resolution fonts.
- Support for bulleted lists.
- Full bookmark support, including ability to create new bookmarks, go to bookmarks, count bookmarks and hide or show bookmarks.
- Ability to preserve, edit and create new footnotes, endnotes and comments.

- Ability to preserve page setup (such as paper sizes, page orientation and margins), default language and tables.
- Greatly enhanced find/replace feature is significantly faster and includes a new search progress meter, replace all option and the ability to cancel search and replace all operations.
- Improved support for the onscreen keyboard, enables users to view rich text in the onscreen keyboard's window and scroll through the whole document without ever closing the window.
- True tab support, including hanging indents.
- More navigation and counting options, including ability to "go-to" and count bookmarks, comments, footnotes, images and tables and "go to previous".
- More display options, including ability to do full-page scrolling, "archive" documents, and hide or show archived documents and the tags (icons) for bookmarks, comments, footnotes, images, tables and more.
- Ability to password protect documents and assign the same or different passwords to any of your documents.
- New preferences for saving docs and memos and Asian language hacks.
- Ability to display superscript and subscript on the device.
- Enhanced jog dial support.
- Support for printing memos with rich text (separate purchase of PrintBoy or Instep Print required)

Overview of Features

- **3 products in 1!** Includes, a full-featured word processor, doc viewer and enhanced memo pad.
- Integrated spell checker and thesaurus with 2 English dictionaries to chose from (large and small). The spell checker and thesaurus were developed by **DDH Software, Inc.** (www.ddhsoftware.com).
- Seamless integration with Microsoft Word (*Windows only*).
- Bi-directional conduit for Windows and Mac OS and command-line converters for Windows and Linux/Intel!
- Virtual File System (VFS) support
- Excellent keyboard support – supports full speed touch-typing and menu navigation without tapping! Please see Chapter 9 for more info.
- Ability to print documents with PrintBoy™ from Bachmann Software and InStep Print from the InStep Group.
- Cut, copy, paste, multi-paste, select all, undo, redo, find and More!
- Bold, underline, italics and color fonts – preserved and functional on your organizer!
- Beam, delete, duplicate, rename, save, save as, abandon changes and More!
- Paragraph formatting, such as setting page breaks, indents and line spacing!
- Support for bulleted lists

- Fast compression of documents during HotSyncs and on demand.
- Auto-scrolling, pen scrolling and special teleprompter style scrolling for easy viewing of documents.
- Ability to synchronize documents to multiple computers!
- Word count and Font styles, sizes and color – preserved and adjustable on the organizer! Even supports background colors, superscript, subscript and strikethrough.
- Special "go to" feature lets you go to a character, paragraph or certain % of the document!

Let us know what you want! If you have additional features that you would like to see included in future releases, please let us know what they are by emailing us at support@handmark.com.

System Requirements

WordSmith requires the following:

Palm Organizer and Palm Desktop Software

- Any Palm OS compatible organizer running **Palm OS 3.0 or greater**. This includes all Handspring devices, including the Handspring Treo, Palm III-VII, m100 series, m500 series, Sony Clie, HandEra/TRG devices, and the various Palm OS phones (e.g., from Samsung and Kyocera). Please note that WordSmith also runs fine when put in Flash memory by JackFlash or FlashPro.
- **Version 3.0 of HotSync** or greater, available as a free upgrade from Palm, Inc.: www.palm.com (and included in the Desktop 3.0 upgrade, also available at the same website, and Desktop 2.6.1-2.6.3 available at http://support.handspring.com.

Desktop Computer

- A desktop computer running one of the following operating systems:
    - **Windows 95 with Internet Explorer 4.0 or better, 98, 2000 or NT4 with Service Pack 4 or better.**
    - **PowerPC Macintosh, running MacOS 9.0 or better is recommended**
    - **RedHat Linux/Intel 6.0 or better**
- A word processor capable of reading and writing Rich Text Format ("RTF") files, e.g.:
    - **Windows:** Microsoft Word (Word 97 or better required for seamless integration), Microsoft Works, WordPerfect, AbiWord, WordPad
    - **MacOS**: Microsoft Word
    - **Linux:** AbiWord, Star Office

Chapter

2

Getting Started

Installing WordSmith

Once you have installed WordSmith, you should have a WordSmith icon on your desktop (if that is where you saved it), WordSmith added as a menu in Microsoft Word (to the right of the Help menu but only if you are using Word 97 or better and is not supported with Windows XP) and a WordSmith and FineType Manager application on your organizer. If you have trouble installing the application or have forgotten your registration code, please visit the support center at www.handmark.com for assistance.

Note Regarding Remapping Memo Pad Button as WordSmith Button

During the installation of WordSmith, you are given the opportunity to remap the Memo Pad button as the WordSmith button. If at a later point you decide that you would like to take us up on this, please tap Applications -> Preferences and then choose Buttons from the pop-up menu in the upper-right. Tap on the arrow next to Memo Pad and select WordSmith to remap. If you would like to remap back to the Memo Pad, simply follow the steps above except choose Memo Pad.

Note regarding WordSmith Menu in Microsoft Word (Windows only)

The WordSmith menu is added to Microsoft Word during the installation of WordSmith (Windows only). This is if you select Microsoft Word Integration during the installation. If would like to remove the add-on from Word, select the following: Tools -> Templates and Add-Ins and uncheck the box in front of WordSmith.dot. To add the WordSmith add-on, simply check the box described above. Please note this feature is only available for Word 97 or better., but not for use with Windows XP.

Really Getting Started…

Now that you have successfully installed WordSmith, let's start editing docs and memos and reading (or "viewing," as they say). This section steps you through:

- How to create a new document in WordSmith
- How to sync a new document to your desktop
- How to sync a Word document or RTF file to WordSmith
- How to open and edit a document in WordSmith
- How to sync a revised document to your desktop
- How to use the enhanced WordSmith Memo
- How to view documents or memos
- How to use the FineType™ Converter and its Fonts
- How to cut, copy, paste and multi-paste text
- How to enter **bold**, <u>underline</u>, *italics*, ^{superscript}, $_{\text{subscript}}$ and ~~strikethrough~~ text
- How to full, left or right justify or center text
- How to do other really cool stuff

Create a New Document in WordSmith

To create a new document on your organizer, follow these simple steps:

Step 1 Tap on the WordSmith icon on your organizer to launch the application.

Step 2 Tap on the Doc Title Tab in the upper left hand corner ("Doc" should now be highlighted).

Step 3 Tap on the New button in the lower left hand corner; enter a name for your new doc and tap on the OK button.

Step 4 Enter text into your new document by using Graffiti, the onscreen keyboard or an external keyboard, such as the Palm Portable or Targus Stowaway keyboard.

Step 5 To close and save the new doc, tap on the Done button in the lower left hand corner.

Sync a New Document to Your Desktop

To sync your new document from your organizer's main memory (not the expansion memory card) to your desktop, follow these simple steps:

Step 1 Place your organizer in your HotSync cradle and press the HotSync button. Make sure the document's details are set to "sync". You can check this by opening the document and going to the details option of the file menu.

Step 2 Once the HotSync action is complete, the new document can be found in My Documents (default location for Windows users), the WordSmith folder inside your Palm user folder inside the Palm desktop folder (Macintosh users) or such other directory as you may have designated during the installation of

WordSmith or in WordSmith Preferences (accessible on your desktop – please see Chapter 3 for more information on the desktop application). You can open the document by doing any of the following:

- Open WordSmith on your desktop, select the document and double-click on it.
- Open Microsoft Word and then click on the File menu and choose Open. Select the directory that your document was saved in earlier (e.g., My Documents, if you are using the default set-up for Windows or the WordSmith folder inside your Palm user folder inside the Palm desktop, if you are using the default set-up for Macintosh) and open it like you would open any Word document.
- Open Microsoft Word and then click on the WordSmith menu (Windows only) and choose Open.

Note regarding WordSmith Synchronization Action

Please note that currently you can not sync a document from the expansion memory card to the desktop. The document must first be copied or moved to your organizer's main memory (RAM). In addition, by default the WordSmith conduit treats the document on your organizer as the latest version of the document. This is in the case of editing both the desktop document and the handheld document before syncing. As such, the version of the document on your organizer will trump the version on your desktop. Please see Chapter 3 - Synchronization Action and Backup Copies for important information regarding synchronization of documents on your organizer with your desktop computer.

Sync Documents to WordSmith

To take an existing Word document or RTF file on your desktop and sync it to your organizer, follow these steps:

Step 1 Get the document ready for transfer to your organizer. With WordSmith there are three easy ways to do that:

- Open WordSmith on your desktop and drag-and-drop the document onto its window.
- Open WordSmith on your desktop and use the Add button to browse for and select the document.
- Open Microsoft Word, click on the WordSmith menu and select Add. The active Word document is scheduled for synchronization. (Windows only)

Step 2 Place your organizer in your HotSync cradle and press the HotSync button.

Step 3 Once the HotSync action is completed, the document can be found in your list of docs in WordSmith (tap on the Doc Title Tab in the upper left hand corner to see a list of your docs).

Note regarding WordSmith Synchronization Action

Please note that by default the WordSmith conduit treats the document on your organizer as the latest version of the document. This is in the case of editing both the desktop document and the handheld document before syncing As such, the version of the document on your organizer will trump the version on your desktop. Please see Chapter 3 - Synchronization

Action and Backup Copies for important information regarding synchronization of documents on your organizer with your desktop computer.

Open and Edit the Document in WordSmith

To open and edit the synced document on your organizer, follow these steps:

Step 1 Tap on the WordSmith icon on your organizer to launch the application.

Step 2 Tap on the Doc Title Tab in the upper left hand corner (if it is not already highlighted) and tap on the name of the synced document to open it.

Step 3 Enter text to the synced document by using Graffiti, the onscreen keyboard or an external keyboard, such as the Palm Portable or Stowaway keyboard.

Step 4 To close and save this doc, tap on the Done button in the lower left hand corner.

Sync the Revised Document to the Desktop

To sync the revised doc back to your desktop, follow the steps under "Sync a New Document to Your Desktop" above.

Note regarding WordSmith Synchronization Action

Please note that currently you can not sync a document from the expansion memory card to the desktop. The document must first be copied or moved to your organizer's main memory (RAM). In addition, by default the WordSmith conduit treats the document on your organizer as the latest version of the document. This is in the case of editing both the desktop document and the handheld document before syncing. As such, the version of the document on your organizer will trump the version on your desktop. Please see Chapter 3 - Synchronization Action and Backup Copies for important information regarding synchronization of documents on your organizer with your desktop computer.

Enhanced WordSmith Memos

WordSmith comes with an enhanced memo pad. Unlike the built-in Memo Pad, the WordSmith Memo pad has **better keyboard support and allows for rich text**, such as bold, underline and italics and most of the functionality available for WordSmith docs!

To use the WordSmith Memo, follow these steps:

Step 1 Tap on the WordSmith icon on your organizer to launch the application.

Step 2 Tap on the Memo Title Tab in the upper left hand corner ("Memo" should now be highlighted).

Step 3 Tap on the New button in the lower left hand corner to create a new memo or select from an existing memo to revise or view it.

Step 4 Edit your memo by using Graffiti, the onscreen keyboard or an external keyboard, such as the Palm Portable or Stowaway keyboard.

Step 5 To close and save the memo, tap on the Done button in the lower left hand corner.

Step 6 Sync it to the desktop like you would any built-in Memo Pad memo.

Viewing Documents or Memos

If all you want to do is read a document (e.g., e-book) or memo, simply follow these steps:

Step 1 Tap on the WordSmith icon on your organizer to launch the application.

Step 2 Tap on the memo or doc that you wish to view.

Step 3 WordSmith in View Mode. WordSmith is in View Mode if the button to the immediate right of the Done button in the toolbar says View. If it says Edit, tap on it to switch it to View. If you decide that you want to edit text, just tap on the View button to toggle it back to Edit. Please see Chapter 7 for special navigation and viewing options that are only available in View mode.

Step 4 Tap on Done when you are finished to close the memo or doc.

Using FineType™ Fonts

FineType is our new font technology that allows users to import TrueType/outline fonts from their desktop computer. In addition, FineType enables users to view anti-aliased, high resolution fonts on their devices. Using FineType fonts, especially the high resolution fonts, will drastically improve your e-book reading and word processing experience!

To use FineType fonts, simply follow these steps:

Step 1 Use the FineType Converter (*Windows only*) to install fonts to your organizer. Mac users may visit this WordSmith user's web site (scroll down to WordSmith) to find some converted fonts: http://www.geocities.com/jmarkevich/pilot.html Please see our FAQs for updates on free converted fonts: http://www.bluenomad.com/support/supp_wordsmith.html

We recommend installing Tahoma; this font is very readable on the small screen. The FineType Converter shortcut is installed on the desktop when you install WordSmith for Windows. You may access the FineType Converter by launching WordSmith on your desktop and clicking on the FineType button.

To install a font, select a font to install and then click on "install' and Hotsync. If you want to install high resolution fonts, click on the check box for High Resolution fonts. I f you have a Sony device, you should also click on the Large fonts check box for best results. For more information on the FineType converter, please see Chapter 3.

Step 2 Launch WordSmith on your organizer, open the Options menu, Select Display Options and check the box for Use FineType™ fonts. Please note on most devices that FineType is on by default. If you have a Palm IIIc or Visor Prism, FineType is off by default. FineType fonts may not appear very well on these devices due to the spacing in the pixels on the screen. If you want to view high resolution fonts, check the box for High resolution. If you have a color device, you will also be given the option to select Light (softer,

fuller text) or Heavy (sharper text) depending on your preference. Please note: if you are using high resolution FineType fonts, you will not be able to view color fonts and backgrounds (other than the highlight color) on your device.

Step 3 Open a document or memo (or create a new one) in Edit mode, open the Format menu and select Font…or tap on the font selector in the lower right toolbar in an open document.

Step 4 From within the Font Selector dialog box; use the pull-down menu next to Show As to select the FineType font. The text in your memo or doc will now be shown in the display font! Please note that this will not affect the real font of the document (which may be changed by selecting text and then using the pull-down menu next to Font in the same dialog box).

Step 5 If you have installed the FineType™ Manager to your organizer (during the installation of WordSmith this is installed by default), you can preview, beam or delete FineType fonts that you have installed to your device. Please see Chapter 3 for more information.

Please note that currently FineType will not work with Asian and some other languages. If you are using localizer software or a language hack, you may need to turn FineType display off.

Cut, Copy, Paste & Multi-Paste Text

To cut, copy or paste, simply follow these steps:

Step 1 Launch WordSmith and select a doc or memo to edit.

Step 2 Select text by tapping at the beginning of the first word of the text and dragging your stylus to the end of the last word/character you want to select. Alternatively, you can quickly select a word by tapping and holding in the center of the word. If you continue to hold, you can select the line of text and holding further will result in selecting the paragraph. You can get basically the same results by double (word), triple (sentence) and quadruple (paragraph) tapping. Your selected text will now be highlighted. WordSmith also has a Select All feature that is accessible from the Edit menu (Ctrl+a from the keyboard or Cmd A with Graffiti).

Step 3 Tap on the menu icon in the bottom left of your screen and select the Edit menu and then Copy or Cut. Move your stylus to where you want to paste the selected text. Then, open the Edit menu and select Paste or Multi-Paste*. Please see Chapter 9 for information on using graffiti shortcuts (e.g., Cmd X, Cmd C, Cmd P and Cmd 8) and keyboard shortcuts (e.g., Ctrl+x, Ctrl+c and Ctrl+p).

* Unlike standard paste, **multi-paste** allows you to do a paste of any of your last 10 'Cut' or 'Copy' commands from within a document. Just select multi-paste from the menu and a list appears with the beginning text of each 'Copy' or 'Cut'. Select the one you want and it will be pasted into the document.

Bold, Underline, *Italics*, Superscript, Subscript, ~~Strikethrough~~, Color Fonts & Color Backgrounds

To add rich text to your memos and docs, simply follow these steps:

Step 1 Launch WordSmith and select a doc or memo to edit.

Step 2 You can enter new rich text or select* old text to be formatted. To turn bold, underline or italics** on, you can tap on the **B**, U or *I* buttons in the Toolbar. Newly entered text will be in that style and selected text will change to that style. Tap on the button again to turn it off. Alternatively, tap on the Font box to the right of the italics button. From the Font dialog box, use the checkboxes to turn on and off bold, underline, italics, superscript, subscript and strikethrough or select a color for your font or background. Please note that if you have enabled high resolution fonts, you will not be able to view color text or backgrounds (other than the highlight color).

Lastly, you can access all of these features by using the Format menu. To access this menu, tap on the Menu icon in the bottom left of your screen, select the Format menu and then Bold, Underline, Italics or Font. Please see Chapter 9 for information on using Graffiti shortcuts (e.g., Cmd B, Cmd U, Cmd I and Cmd D) and keyboard shortcuts (e.g., Ctrl+b, Ctrl+u, Ctrl+i and Ctrl+d).

*Please see Cut, Copy, Paste & Multi-Paste above for instructions on how to select text.

** Please note that in order to use *italics* you need to have FineType turned on (please see below for more information on FineType which is the default option for WordSmith).

Full, Left Or Right Justify Or Center Text

To change the formatting, follow these simple steps:

Step 1 Launch WordSmith and select a doc or memo to edit.

Step 2 Select text to be formatted. To select an existing paragraph for formatting, tap anywhere in the paragraph to select it. To select more than one paragraph for formatting, select text* as you normally would. To format new text, proceed to Step 3 and then enter text.

Step 3 Tap on the justification button in the toolbar and select justification. You can also change the formatting by tapping on the paragraph formatting button ¶ in the toolbar (note: available in docs only).

In addition, you can access all of these formatting options by using the Format menu. To access this menu, tap on the Menu icon in the bottom left of your screen, select the Format menu and then Left, Right, Center or Paragraph. Please see Chapter 9 for information on using Graffiti shortcuts (e.g.,

Cmd L, Cmd R, Cmd E and Cmd H) and keyboard shortcuts (e.g., Ctrl+l, Ctrl+r, Ctrl+e and Ctrl+p).

Please note that although you can select Full justification in a doc, it will not display on your organizer (only on your desktop when the doc is synced).

* Please see Cut, Copy & Paste above for instructions on how to select text.

How To Do Other Really Cool Stuff

The following are a few examples of cool features that may not be readily apparent:

FineType™ is our new font technology that allows very detailed (high resolution) fonts and TrueType/outline fonts to be displayed on both color and monochrome devices. Turn on FineType and you will notice a marked difference in the clarity of text on your organizer. In addition, use the FineType™ Manager application on your organizer to beam or delete fonts. Please see above for an introduction to FineType and Chapter 3 for more detailed information.

Spell Checker and Thesaurus Use the integrated spell checker and thesaurus to perfect your documents. The spell checker and thesaurus are optional WordSmith components that you can install to your organizer. The spell checker and thesaurus were developed by **DDH Software, Inc.** (www.ddhsoftware.com). The operation of the spell checker and thesaurus are covered in Chapter 5.

Virtual File System (VFS) or Memory Card Support If you have a device that supports VFS, you may now edit and read documents on your expansion card. For more information, please see Chapter 8.

Footnotes, Endnotes and Comments WordSmith lets you edit and create new footnotes, endnotes and comments. To insert a new footnote or comment, from within a document, open the Format menu and select the appropriate Insert option. Once you have a document with a footnote/endnote F or comment C, tap on its icon, to edit it.

Multi-Paste Unlike standard paste, multi-paste allows you to do a paste of any of your last 10 'Cut' or 'Copy' commands within a document. Just select multi-paste from the menu and a list appears with the beginning text of each 'Copy' or 'Cut'. Select the one you want and it will be pasted into the document. To access this option, open the Edit menu and select Multi-paste.

Extend Selection This feature allows you to select large blocks of text easily. Similar to using shift-arrow keys on keyboard. Just place cursor where you want to begin selection, and then go to the Options menu/Extend Selection and place cursor where you want the selection to end. Works nicely with the File menu's Go To features. This option is great for editing with the stylus or for users of keyboards that don't support shift-arrow to select text.

Go To / Count This handy feature provides you with word count and other counting and navigation options. To access this option, open the File menu and select Go To / Count.

Go to Paragraph This nifty go-to option opens a box that lists the first few words of each paragraph in your doc or memo. Select the paragraph you want to jump to by tapping on the beginning of the listed paragraph in the box. Use the arrows in the upper right hand and lower right hand corner of the box to move through all of the listed paragraphs. To access this option, open the File menu and select Go To Paragraph or tap on P when viewing a document. To close this feature, simply tap outside of the box.

Go To Previous This option brings up a list of the last 50 "Go To" locations (e.g., bookmarks, tables, images, top, bottom, etc.) you have visited in a particular document. Click on the item to navigate back to

the location. To access this option, open the File menu and select Go To Previous or tap on  when viewing a document.

Pop-Up Menus In addition to WordSmith's many pull-down menus, WordSmith has some very handy pop-up menus for stylus users. For example, if you are **viewing a list** of your docs, you can access a pop-up menu that lists the following: Edit, Beam, Delete, Duplicate, Rename, Category, Print and Details (a slightly different pop-up menu will appear for memos). You can access the pop-up menu by tapping and holding anywhere on the listed doc or memo. You can also just tap on the small "w" icon or "p" icon next to the title of the doc for quick access.

Similarly, if you are **editing a doc**, a pop-up menu that lists the following: Check Spelling, Thesaurus, Cut, Copy, Bold Underline, Italics, Strikethrough, Larger, Smaller, and Font is available. You can access this pop-up menu by tapping and holding to select a word then releasing, and tapping and holding on the selected word again. A similar pop-up menu is also accessible while editing memos.

Tapping to Select Words, Sentences or Paragraphs With WordSmith you can quickly select a word by tapping and holding in the center of the word. If you continue to hold, you can select the full sentence and holding further will result in selecting the paragraph. You can get basically the same results by double (word), triple (sentence) and quadruple (paragraph) tapping.

Enhanced Jog Dial Support In addition to your standard jog dial support (scroll up/down, etc.), with WordSmith you can also use the jog dial to navigate the menus. In addition, from the edit screen, pushing the jog in pops up the menu. Lastly, you can use the jog dial while in teleprompter mode to adjust the scrolling speed and the back button to stop the scrolling.

Print Your Document or Memo This option lets you print your document if you have a supported print utility such as Bachmann Software's PrintBoy or the InStep Group's InStep Print installed. For more information on PrintBoy, visit www.bachmannsoftware.com and for InStep Print, visit www.instepgroup.com. To access this option, open the File menu and select Print Doc or Print, as the case may be.

Special Security Options These nifty options let you set the security level for your organizer and the security level for WordSmith and password protect your documents (both covered in chapter 4).

Other Cool Stuff and Keyboard Shortcuts Please see Chapters 4-8 for descriptions of other cool features and instructions on how to get the most out of this application. Please see Chapter 9 for a list of **over 40** keyboard shortcuts.

3 Synchronization and Conversion

Introduction

WordSmith's synchronization technology is based upon the same technology that has made **BackupBuddy & InstallBuddy** such popular and easy to use products (available from www.bluenomad.com). WordSmith comes with a Windows and Macintosh conduit that allows you to synchronize your Microsoft Word documents and other RTF documents to your organizer, edit them and then send the revised document back to your desktop with little or no loss to the document's original formatting! In addition, for Linux users, WordSmith ships with a Command-line document converter. This chapter describes how to use the conduits and the Command-line document converter.

Note regarding WordSmith Synchronization

> Please note that currently you can not sync a document from the expansion memory card to the desktop. The document must first be copied to your organizer's main memory (RAM). In addition, by default the WordSmith conduit treats the document on your organizer as the latest version of the document. This is in the case of editing both the desktop document and the handheld document before syncing. As such, the version of the document on your organizer will trump the version on your desktop. Please see Synchronization Action and Backup Copies (below) for important information regarding synchronization of documents on your organizer with your desktop computer.

Syncing Documents to Your Organizer

This section of the manual describes how to use WordSmith to synchronize documents to and from your computer.

WordSmith makes it very easy for you to synchronize your documents to your organizer. First you need to let WordSmith know which documents to synchronize and then all you need to do is HotSync!

There are 2 ways to let WordSmith know what documents to synchronize: (1) through the WordSmith desktop application and (2) through the WordSmith add-on menu in Microsoft Word (Windows only).

Note for non-Microsoft Word Users

Please note that since WordSmith works directly with RTF files, you don't actually need Microsoft Word to use it. You can use any RTF editor on your computer, including WordPad, WordPerfect, etc. Simply save your document as an RTF file and add it to the WordSmith desktop application per the instructions below.

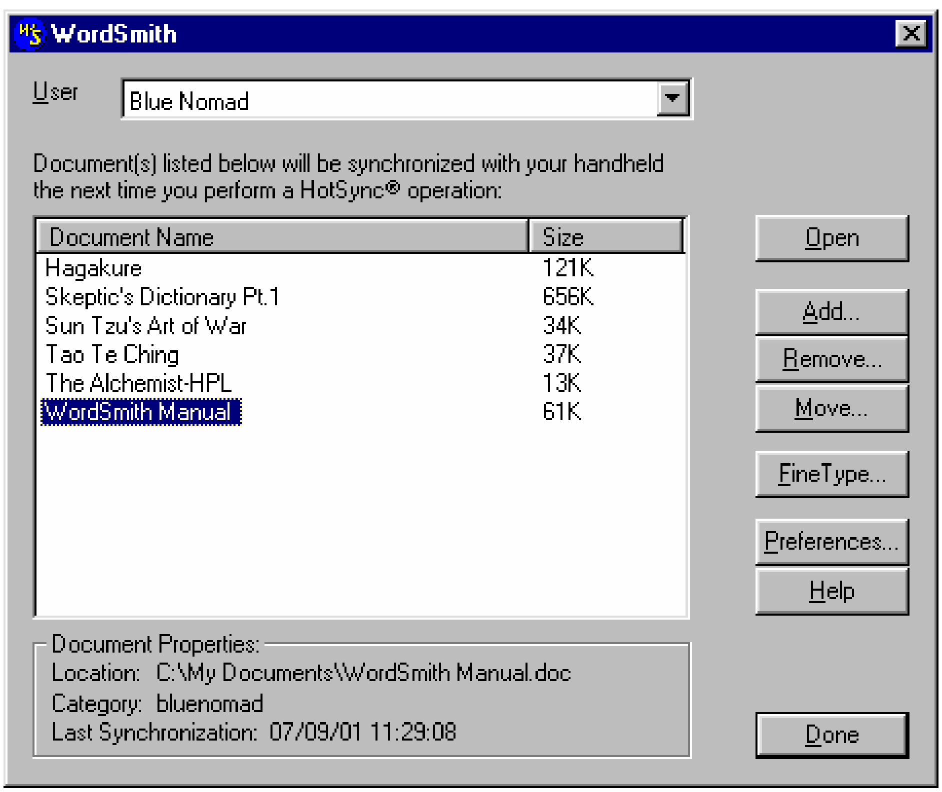
WordSmith Desktop

The WordSmith desktop application is very similar in form to your organizer's default installation tool. In addition, the Windows and Macintosh versions are very similar. Unless otherwise noted, the instructions below apply to both versions.

To launch WordSmith desktop:

- **Windows version.** Click on the Window's Start Button -> Programs -> WordSmith or click on your WordSmith shortcut icon, if applicable.
- **Macintosh version.** Double click on the WordSmith application.

When you open the WordSmith desktop window, you will see the list of documents that will be synchronized with your handheld on your next HotSync (screenshot is from the Windows version).



To add documents to the WordSmith synchronize list, you can use the Add… button to browse for the document (described below) or simply **drag-and-drop** the document onto the WordSmith window. The following describes the features of this window.

User Select your Palm username by using the arrow to the right of the User name box.

Document Name Clicking on the document name will cause its properties to appear in the Document Properties box (described below, Windows only) and will select the document. Double-clicking on the document name will open the document on your desktop. Lastly, if you right click on the document name, you will see a menu that gives you the following options: Open, Move, Remove, Print, Open Original*, Open Backup* and Explore (Windows only).

* Open Original and Open Backup refer to copies of the document that were made when the document was first synchronized after being edited on the handheld and when the document was edited on the handheld and on the desktop, respectively.

Note regarding WordSmith Synchronization Action, Originals and Backup Copies

Please note that by default the WordSmith conduit treats the document on your organizer as the latest version of the document. As such, the version of the document on your organizer will trump the version on your desktop. This is in the case of editing both the desktop document and the handheld document before syncing. Please see Synchronization Action and Backup Copies below for important information regarding synchronization of documents on your organizer with your desktop computer.

Document Properties When you select a document (by clicking on the document's name in the above box), the location of the document on your desktop, the Palm category of the application (e.g., All, Unfiled, Business, etc.) and the date and time the document was last synchronized with your organizer is displayed in the bottom portion of the window. (Windows only)

Size Shows the size of document, if available. (Windows only) Before a document is synced, the size will be *Unavailable*. The document has to go through the conduit at least one time before the size will be displayed.

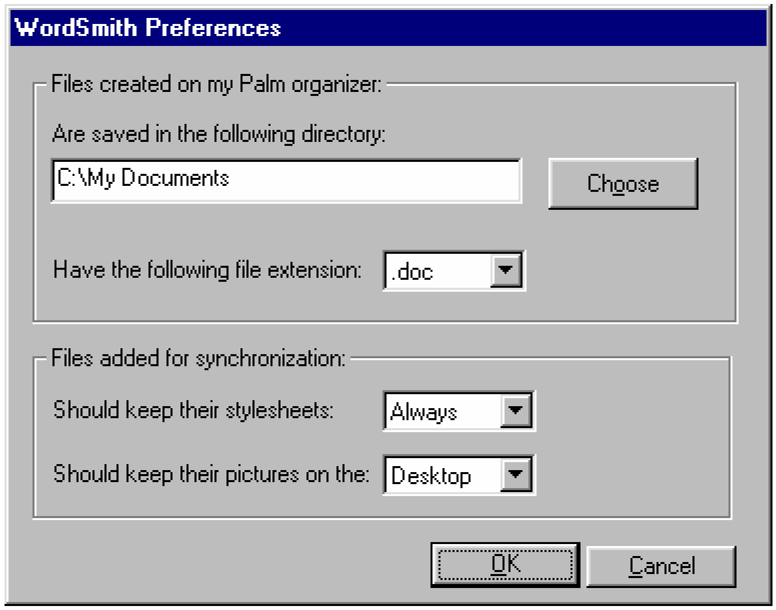
Add… Click on the Add button to add documents to WordSmith for synchronization with the organizer. When you click on Add, you will be prompted to select a username and then a window will open and allow you to browse for a document to add. Simply select the document and click on Open. The document should now be listed in the WordSmith window.

Remove To remove a document from the WordSmith document sync list, select the document name and click on the Remove button. In addition, if the document has been synchronized, selecting this feature will give you the option of having WordSmith delete the document on your organizer. Alternatively, you may select the document name, right click and then click on Remove in the context menu.

Move… To move a document (and its original and backup copy, if applicable (please see Synchronization Action and Backup Copies below for more information)) from one location to another, select the document name and click on the Move button. WordSmith will bring up a list of destination folders for the document (Windows version) or window that you can use to select the destination directory (Macintosh version). Click on the folder you want and then click on the OK or Choose button. The document will now be moved to the location selected while still maintaining synchronization with the handheld copy. Alternatively, you may select the document name, right click and then click on Move in the context menu. (Windows only).

FineType… To import TrueType/outline fonts and high resolution fonts from your desktop computer to your organizer, click on this button. Clicking on this button will launch the FineType Converter. Please see below for more information on the FineType Converter.

Preferences… Currently, the Preferences screen provides you with the following options.



First, the Preferences screen allows you to **change the default directory** into which documents created on your organizer are saved when they are synchronized to your desktop computer. By default these documents are synchronized to your My Documents folder (for Windows) or in the WordSmith folder in the Palm user folder inside the Palm desktop folder (for Macintosh) on your desktop. You can hit the Choose button to select a different location for these files to go. The WordSmith Preferences dialog box also lets you choose what file extension you would like these files to have (Windows only). Currently, the choice is .doc or .rtf. For those of you who are using word processors other than Microsoft Word, .rtf is the most appropriate choice.

Second, WordSmith allows you to **preserve the stylesheets** of documents created on your desktop. By default, WordSmith is not set up to preserve these stylesheets for performance reasons (they would require a lot of memory on your organizer). To change the default option to "Always" preserve stylesheets or "Ask", simply click on the pull-down arrow to the right of the box. If you select the "Ask" option, WordSmith will ask you whether you want to preserve stylesheets every time you synchronize.

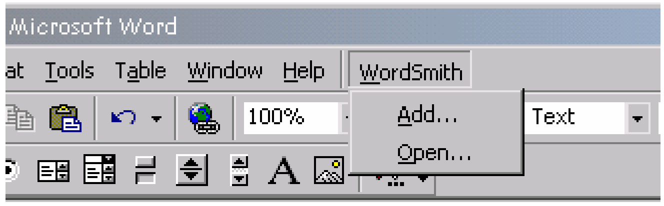
Lastly, WordSmith similarly allows you to **preserve pictures** from your desktop documents. You are given the option to store these images on the desktop, on the organizer or to be asked what your preference for a given document is before you synchronize it. For performance reasons, we suggest storing the pictures on your desktop (which is the default option).

Help Click on the Help button to access the WordSmith manual. (Windows only)

Done or Quit Click on the Done or Quit button to close the WordSmith window.

WordSmith Add-On to Microsoft Word Menu (Windows only)

If you are already in Microsoft Word, using the WordSmith add-on menu in Word may be the easiest option for you to prepare documents for synchronization (Windows only). If you have a document open that you want to synchronize with your organizer, all you need to do is select WordSmith -> Add.



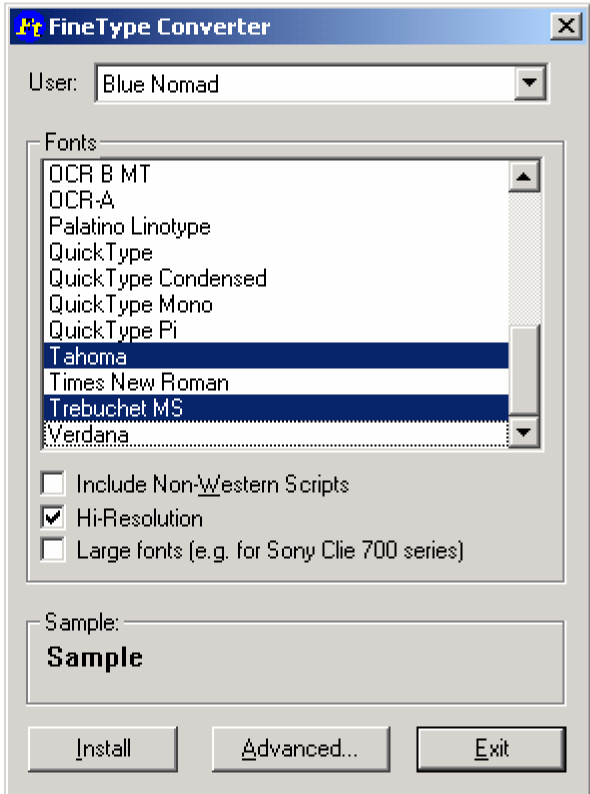
Note regarding WordSmith Menu in Microsoft Word (Windows only)

The WordSmith menu is added to Microsoft Word during the installation of WordSmith. If would like to remove the add-on from Word, select the following: Tools -> Templates and Add-Ins and uncheck the box in front of WordSmith.dot. To add the WordSmith add-on, simply check the box described above. This option may not be supported in Windows XP.

FineType Converter

FineType is our new font technology that allows users to import TrueType/outline fonts from their desktop computer (*Windows Only*) to their organizer. In addition, FineType enables users to view anti-aliased, high resolution fonts on their devices. Using FineType fonts, and especially the high resolution fonts, will dramatically improve your e-book reading and word processing experience!

There are 2 ways to access the FineType Converter - through the FineType button on the WordSmith desktop application or through the Windows Start button (Start -> Program Files -> WordSmith -> FineType Converter). Once you launch the FineType Converter, you will see a screen similar to the one below:



Basic FineType Features

Before you select the fonts you want to install, confirm that your device's user name appears in the user window! To select a font for installation, click on the font name and then click on the Install button. To select multiple fonts for installation use the ctrl and/or shift keys like you would in any other Windows application. The font(s) will be installed to your organizer during the next HotSync operation. Each font will be installed as a separate .pdb file to your device. The size of these files ranges from approximately 10k to 60k, with high resolution fonts and Sony Clie series fonts constituting the largest.

After these fonts are installed to your device, you may select them as Display Fonts. Please see Chapter 2 – Using FineType Fonts for more information on this. In the event that you need to delete an installed font from your organizer, simply delete it like you would any other Palm file.

In addition to the above, users have the following options in basic mode:

Include Non-Western Scripts By default, the FineType Converter will list all of the Western fonts that are available on your desktop. To include non-Western scripts in the list, check this box.

Hi-Resolution fonts If you would like to install a high-resolution font, check this box before you install the font.

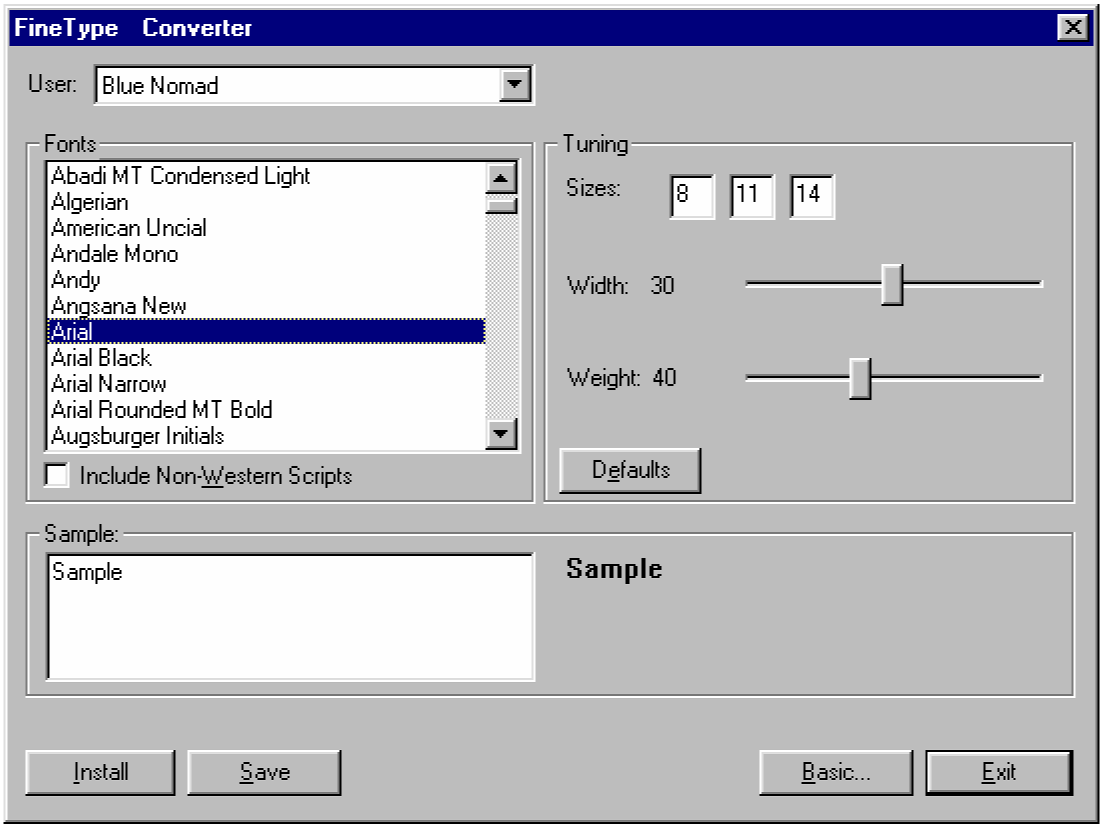
Large fonts (e.g., for Sony Clie or other High Resolution devices) If you have a Sony Clie or other High Resolution device, these larger fonts are designed to work best with the 320 x 320 or better screen. Check this box before you install the font.

Note regarding FineType Converter and Macintosh Users

We do not have a FineType Converter for Macintosh Users. If you have access to a PC, we suggest installing fonts from there or getting a PC friend to send you fonts. Alternatively, please run Virtual PC on your Macintosh and install the fonts from there. We have a link on our WordSmith download page for some free converted display fonts.

Advanced FineType Features

To access the Advanced features shown below, simply click on the Advanced button.



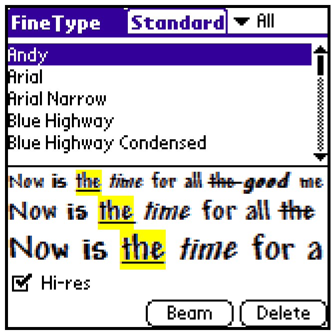
The Advanced feature set basically allows users to create their own fonts. To customize a font, select it from the list of fonts and then alter its width (how wide the character is) and its weight (how dark the character is). Once you have customized the font, save it and/or install it. To return the default width and weight for a particular font, simply click on the Defaults button.

As with the Basic feature set, in the advanced mode users may elect to **Include Non-Western Scripts** in the font list and **High-Resolution fonts.**

To exit the Advanced feature set, click on the Basic button to return to the Basic FineType Converter feature or click on the Exit button to return to the desktop.

FineType Manager on the Handheld

WordSmith includes an optional FineType Manager application that you can install to your handheld device (please note that this is installed by default). The FineType Manager lets you preview your display fonts in three sizes at once. You can also beam or delete fonts by using the manager.



To preview a display font, tap on the font name and you will see it display in the lower half of the screen. FineType fonts are listed under the tab on the left side of the title bar and Standard Palm OS fonts are shown under the right side tab. To change the displayed fonts, just tap on the tab at the top of the screen. FineType fonts can be displayed as Hi-res or regular fonts. You can select this option in the lower left of the screen by checking or unchecking the box to the left of Hi-res.

To beam a FineType Display font, select the font and then tap on the Beam button. Deleting fonts works in the same way. First select the font you want to remove and then tap on the Delete button. In addition, the FineType Manager will let you place your FineType fonts in categories by using the pull down menu in the upper right hand corner. The following categories are available: All, Bidirectional, Decorative, Modern, Roman, Script, Swiss, Technical and Unfiled.

Standard Palm OS fonts can be converted to FineType display fonts by using the convert option. Select a standard font and then tap the Convert button. This will make a copy of the standard font in FineType. You can now go back to the FineType tab and view the converted font. It has the same name as before except there is now an FTFt extension. The extension FTFt is not seen in the FineType Manager but in other applications you may see the full name. For example: ROM:StandardFTFt.

Opening WordSmith Documents on Your Organizer and Your Desktop

To open a synchronized document on your organizer is a breeze… All you need to do is launch WordSmith, select the Doc Title Tab and tap on the name of the synchronized document. It will quickly open. Opening the document on your desktop is just as easy. Once again, you have a couple options:

- From within the **WordSmith desktop application**, simply double click on the document name and it will open. You can also select the document name and click on the open button.

- Using the **WordSmith add-on menu** in Microsoft Word (Windows only), select WordSmith -> Open to open the WordSmith list of documents. Simply double click on the document name and it will open.
- Open the document like you would any other document on your desktop. For example, if you chose to have docs created on your Palm go to My Documents, open My Documents to open your document.

Display and Formatting – What is Lost and What is Not

WordSmith is capable of preserving all of the below:

Fonts Name, size, color, bold, underline, italics, superscript, subscript and strikethrough

Justification left, right, center and full

Indents first, hanging, left and right

Page breaks and outline levels

Keep lines together and keep with next paragraph

Spacing (inter-paragraph) before and after

Spacing (intra-paragraph) single, double, etc.!

RTF document properties (information) – you can access this in Word by selecting Properties under the File menu

Tables, objects, pictures, footnotes, endnotes, comments*, bookmarks, tabs, etc.

Currently, WordSmith does not preserve: database links and inter-document links on your organizer.

*Please note that WordSmith currently does not preserve comment highlighting or bracketing (if using Word/Office 2002/XP). In Microsoft Word, to view your comments in the main document window, select the "Show Hidden Text" option, which is located on the "View" tab, accessible under Tools->Options

Synchronization Action and Backup Copies

This section describes how the synchronization actually works. For purposes of illustration, let's assume that you have a document on your desktop called "Poetic License." When WordSmith synchronizes Poetic License to your organizer, nothing happens to the copy of Poetic License on your desktop. Poetic License will only be altered on your desktop if you edit and save Poetic License on your organizer and then synchronize the revised doc back to your desktop. At this point, WordSmith will create the following 2 files on your desktop:

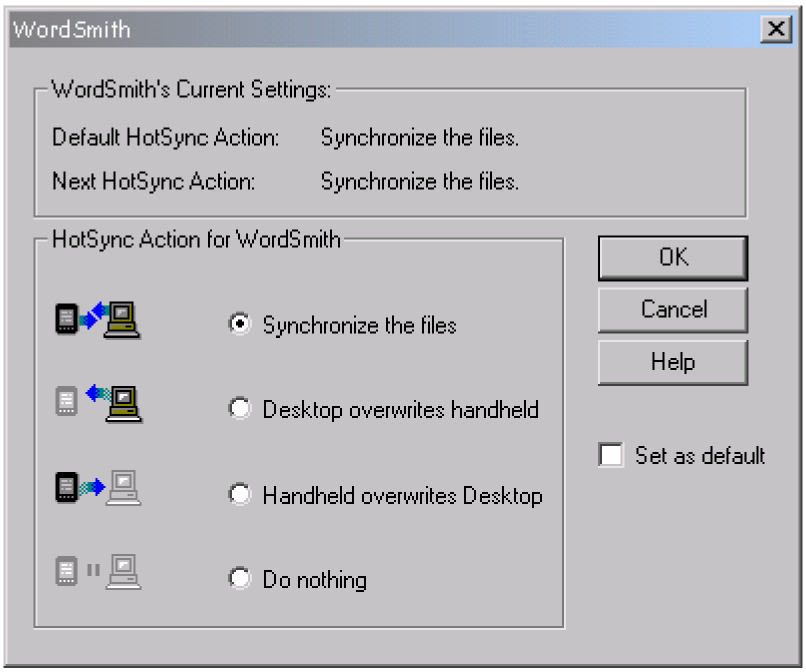
- **Poetic License.doc** (**or Poetic License.rtf**, if you are a Macintosh user**)** -the revised document that you just synchronized from your organizer to your desktop and

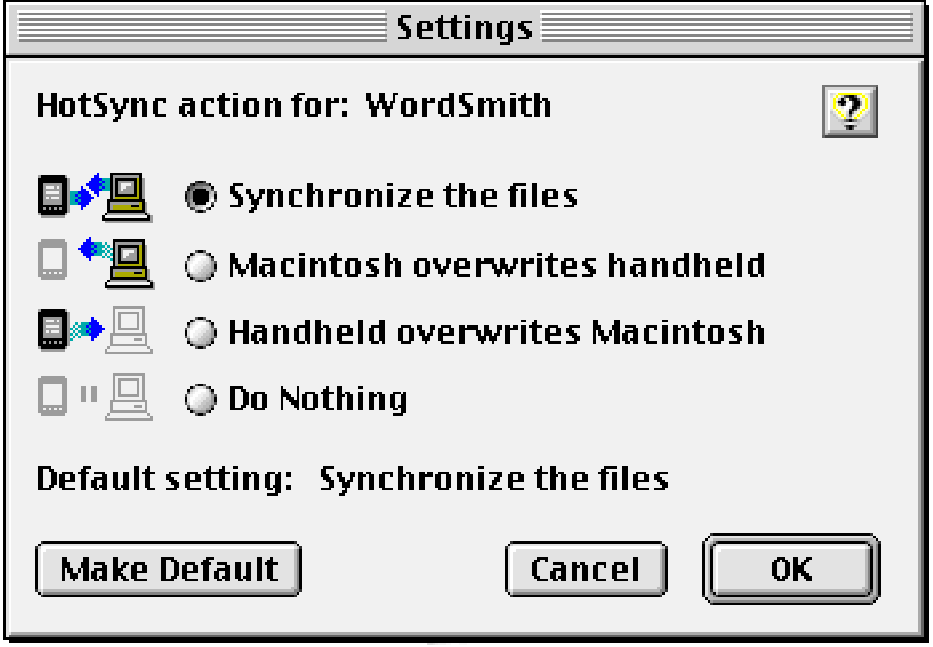
- **Poetic License-orig.doc** (or with the .rtf extension if you are a Macintosh user or depending upon how you have set WordSmith Preferences (Windows users)) – this is a copy of your unedited, original of Poetic License.

In the event of a **"collision,"** a situation where you have not only edited Poetic License on your organizer but also on the desktop before syncing, WordSmith will conclude that the version on your organizer is the most recent version. In this case, WordSmith will make a copy of the revised document on your desktop and call it **Poetic License-back.doc** (or .rtf).

The Poetic License -orig.doc (or .rtf) and Poetic License -bak.doc (or .rtf) files are saved in the same location as the original Poetic License doc was saved.

To override the above synchronization actions, use the standard HotSync Custom dialog. For Windows users, you can access this by clicking on the red and blue HotSync icon in the rightmost corner of your traybar and selecting Custom and then WordSmith or clicking on Windows Start -> Programs -> Palm Desktop -> HotSync -> Custom.





For information about the Synchronize the files option, please see above. Desktop overwrites handheld copies all files from your WordSmith desktop's file list to your organizer (this action will replace the files on your organizer with the ones from your desktop).

Handheld overwrites desktop causes all documents on your organizer to be placed in the directory you selected for WordSmith and overrides the files that are there. Do nothing turns off synchronization of your WordSmith files. WordSmith's conduit should be set to "Synchronize the files" as the default setting for standard usage.

WordSmith Command-line converter under Windows

In addition to the conduit, advanced Windows users may use an ms-dos command-line program for converting WordSmith documents to and from the RTF format.

Please note:

1. This program is for advanced users only and is not currently supported under Windows
2. The application currently only converts to and from RTF files. It will not convert a source document that is not RTF. If you wish to do so, we recommend using makedoc or a similar utility.

Usage:
WSConv [-n] [-psp] <input file> <output file> <title>:
Converts an RTF file to WordSmith's rich document Palm "PDB" format.

[-n] builds the Palm file without compression.
[-psp] preserves document stylesheet and pictures, if any, in the Palm PDB file

All fields are required except "-n" and "-psp", which are optional.

WSConv -d <input file> <output file>
Converts WordSmith rich document PDB to RTF format. All fields are required.

WordSmith on Linux/Intel

Since Linux does not support a standard HotSync conduit API, such as the one available under Windows and MacOS, we are not currently able to offer conduit support for Linux.

Nonetheless, we have provided a shell-based conversion application called **wsconv** for converting to and from RTF documents. If you are looking for a high-quality and free word-processor for Linux that is able to read and write RTF files, we recommend AbiWord (http://www.abiword.com).

Please note:

1. The application currently only converts to and from RTF files. It will not convert a source document that is not RTF. If you wish to do so, we recommend using makedoc or a similar utility.
2. The application was compiled under RedHat Linux/Intel 6.0 and should work with any later release of RedHat Linux.
3. Source code for the application is not available at this time. If you are using a different Linux distribution or a UNIX variant and are not able to run the conversion application, please contact support@bluenomad.com.

Usage:

Using wsconv under Linux is similar to that under Windows. Please refer to the description above.

4 WordSmith Overview

Introduction

As mentioned above, WordSmith is not only a document editor but also an enhanced memo pad and document viewer. This section briefly covers the differences between the WordSmith memos and docs and the Edit Mode and View Mode of WordSmith. In addition, it covers some basics, such as understanding WordSmith's memo and doc list views (the screens that list all of your memos or docs (the "List View Screen")) and organizing and accessing more information about your memos and docs. Lastly, the pull-down menus that are accessible while you are in a List View Screen are also described below.

Note Regarding Coverage of WordSmith Pull-Down Menus in this Manual

After spending a few minutes playing around with WordSmith, you will see that it is an incredibly feature-rich and menu-rich application. To help you understand what the menu items refer to we have split up coverage of the menus as described below:

Doc and Memo List View Screen Menus – Chapter 4
Doc Editing Menus – Chapter 5
Memo Editing Menus – Chapter 6
Doc and Memo Viewing Menus – Chapter 7

Memos v. Docs

When you launch WordSmith on your organizer, you are given the option of working with memos or docs. You can toggle between memos and docs by tapping on the Memo or Doc Title Tab at the top of the WordSmith list view screen.

WordSmith memos and docs have many of the same menu options and functionality. In general, memos are good for short notes, to-do lists and other material that doesn't necessarily need to be synced to your desktop. (In WordSmith, memos lose formatting when they are synced to your desktop. If you decide that you want to sync a memo with your desktop, select Save as Doc and then sync it to your desktop.) Docs, on the other hand, are good for longer letters, papers and reports. Another major difference between docs and memos is that memos have a 4,000-character limit and do not have some of the formatting features that are available with docs. Lastly, when you close a doc and reopen the doc, WordSmith remembers where you were in the doc and whether you were in Edit Mode or View Mode. WordSmith memos do not have this capability at this time.

WordSmith's memo pad is vastly improved over the built-in memo pad on your organizer. For example, it supports rich text (i.e., bold, underline, italics and strikethrough), formatting, such as right and left

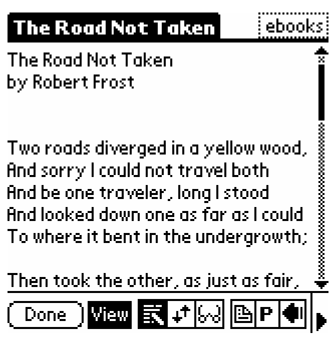
justification and centering and the Palm Portable and Stowaway keyboard like no other application! Take a few minutes to check it out (see below for basic menu items and for additional menu items see Chapter 6.

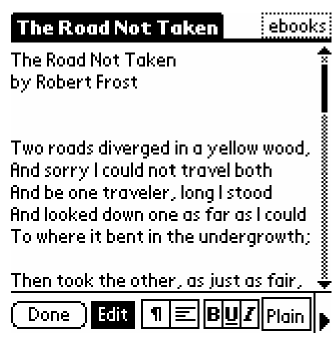
Note Regarding Remapping Memo Pad Button as WordSmith Button

During the installation of WordSmith, you are given the opportunity to remap the Memo Pad button as the WordSmith button. If at a later point you decide that you would like to take us up on this, please tap Applications -> Preferences and then choose Buttons from the pop-up menu in the upper-right. Tap on the arrow next to Memo Pad and select WordSmith to remap. If you would like to remap back to the Memo Pad, simply follow the steps below except choose Memo Pad.

Edit Mode v. View Mode

When you launch WordSmith on your organizer and open a memo or doc, you are given the option to edit or view it. WordSmith is in View Mode if the button to the immediate right of the Done button in the toolbar says View. If it says Edit, it is in Edit Mode. You can toggle between Edit Mode and View Mode by tapping on this button at any time. Alternatively, there is an option in the Options menu that will also let you toggle between these modes.



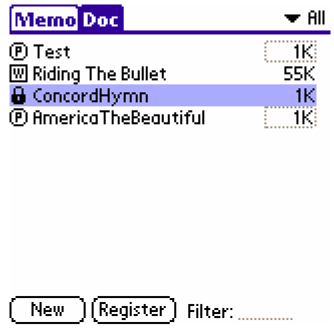


In Edit Mode you are provided with tools for editing and formatting text. In View Mode, on the other hand, you are protected from making unwanted changes to the text that you are viewing. In addition, in View Mode there are several handy scrolling features that permit you to auto-scroll, scroll one page at a time, etc. For more information on these scrolling features, please see Chapter 7.

Viewing Lists of Your Memos and Docs

When you launch WordSmith, you will see a list of all of the memos (if you have Memo selected) or the Docs (if you have Doc selected) that are available on your organizer to view or edit. Each list may be categorized, filtered and organized as described below. In addition, on the memo or doc list screen (shown below), there are 2 menus that allow you to perform a number of operations with the listed memos and documents, including beam, rename, delete, etc. For memos, there are 3 menus: Record, Edit and Options menu. Likewise, docs have a File, Edit and Options menu. For more information on the List Screen and these menus, please see below.



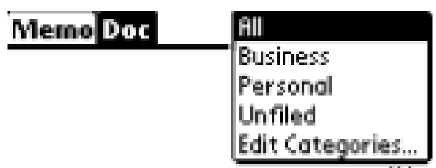


Memo/Doc List View Screen Features

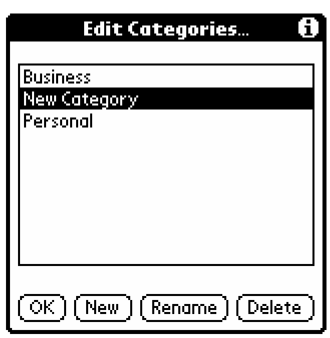
Pop-Up Menus In addition to WordSmith's many pull-down menus, WordSmith also has some very handy pop-up menus for stylus users. For example, if you are **viewing a list** of your docs, you can access a pop-up menu that lists the following: Edit, Beam, Delete, Duplicate, Rename, Category, Print and Details (a slightly different pop-up menu will appear for memos). You can access the pop-up menu by tapping and holding anywhere on the listed doc or memo.

Memo/Doc The Memo/Doc Title Tab lets you chose whether you want to be in a memo or doc. To use memos, tap on the word Memo in the Title Tab. Alternatively, tap on Doc in the Title Tab to choose docs. Whichever word is highlighted indicates which mode you are in.

Categories Like many Palm OS programs, WordSmith helps you stay organized by letting you assign your memos and documents to categories. WordSmith has the following default categories for memos and docs: All, Business, Personal and Unfiled. In addition, WordSmith lets you add to and edit these categories for both. WordSmith allows you to have up to 16 categories (including Unfiled) for each! If your device has VFS support, please see Chapter 8 for instructions on moving a document to your expansion card.



Edit Categories By tapping on Edit Categories, you will bring up the Edit Categories dialog box shown below. This dialog box allows you to add new categories and rename or delete existing categories. Please note that you can have different categories for memos and docs and that categories changed in one mode are not automatically changed in the other.



New To create a new category, tap on the New button and enter a new category name when prompted and then tap OK.

Rename To rename an existing category, simply select the category name you wish to rename, tap on the Rename button, enter the new category name and then tap Ok.

Delete To delete an existing category, simply select the category name you wish to delete, tap the Delete button and then tap OK to exit the Edit Categories dialog box.

Memo or Doc Name To open the memo or doc, simply tap on its name.

Doc Type To the left of each document that contains rich text (i.e., a WordSmith doc), you will see a small **W, or** icon. Please see below for more information.

To the left of each WordSmith document (i.e., a document that contains rich text, such as bold, italics or underline) is a small "W" icon. If you tap on the W icon, it will bring up the pop-up menu.

To the left of each Plain text document (i.e., a document that contains no rich text, such as bold, italics or underline or formatting) is a small "P" icon. If you tap on the icon, it will bring up the pop-up menu.

To the left of each password protected document is a small padlock icon. If you tap on the icon, it will bring up the pop-up menu.

Doc Size To the right of each document name is a number that represents the size of the file. If the size has a dotted line around it 1K, the document has not been compressed. Tapping on the size of an uncompressed document that is under 4k will automatically compress it. If it is larger than that, tapping on the size will bring up a dialog box that gives you the option to compress and a time estimate for compression. Please note that these features are not available for memos. Documents are set to compres when hotsynced by default.

New To create a new memo or doc, simply tap on the New button. When you create a new doc, you will be prompted to enter a name for the new doc.

Register To register, simply tap on the Register button and enter your registration code. Please note that once you have registered, this Register button will disappear.

Filter:……………If you have many memos or docs, this filter feature may save you a lot of time. Rather than scroll through all your memos or docs looking for the doc titled Zoology, you can use this feature to quickly see all memos or docs that start with the letter Z or Zoo or Zoology. Simply input the text that you want to use to filter (e.g., Z, Zoo or Zoology) by inputting it to the right of the word Filter and the filtering will automatically begin.

Note Regarding Organizing Your Documents: Archived Documents

For those of you who may have documents in the list view screen that you don't need everyday, you may want to consider our Archived feature. This feature will hide archived documents from the list view screen. To enable this option, select a document and in the details box and tap on Archived. This will remove the document from the list view screen. To access the details box, use the pop-up menu or from within the document, open the File menu and select Details. To show Archived documents, from the list view screen, simply open the File menu and select Show Archived.

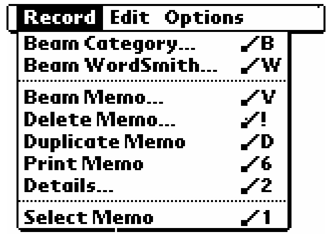
Free:…K Once you have registered WordSmith, the Register button disappears and this option becomes enabled. This option simply tells you how much free memory you have available. If you have a device with VFS support and an expansion card, you can tap on this to view free memory available on the card.

Memo List View Screen Menus – Record, Edit and Options Menus

To view these menus, launch WordSmith, tap on the Memo Title Tab and then tap on your organizer's Menu icon.

Memo Record Menu

The Record menu for WordSmith memos has the following options:



Beam Category… This option will allow you to beam the category of memos (e.g., All, Business, Personal, etc.) that you have selected on your Memo List View Screen. For example, if the screen shows All memos, selecting this option will beam all of your memos.

Beam WordSmith… Beam WordSmith to a friend. Please note that this will only beam an unregistered version of the application. The unregistered version of WordSmith comes with a free rich text document viewer/reader and the enhanced memo pad, as well as 200 doc editing sessions.

Beam Memo… This option will let you beam the memo that you have selected (highlighted).

Delete Memo… This option will let you delete the memo that you have selected (highlighted). When you select this option, a dialog box will ask you whether you want to save an archive copy on your PC. To enable this archive option, simply tap on the Save archive copy on PC box and tap on OK.

Duplicate Memo This option will let you duplicate the memo that you have selected (highlighted). Edit the first few words of the memo to change the name of the duplicated memo.

Print Memo… This option will let you print your WordSmith memo with the assistance of a supported printing utility, such as PrintBoy™ by Bachmann Software (www.bachmannsoftware.com) or InStep Print by The InStep Group, Inc.. (www.instepgroup.com).

Details… Tap on Details to open the Memo Details dialog box. This Details dialog box indicates what category the memo is saved under and allows you to change the memo category by tapping on the arrow to the left of the category name. In addition, by checking the Private box, you can make this memo private or masked (i.e., hideable). You may also delete a memo by tapping the Delete button.

Select Memo This option explains how to select memos and that to select a memo without opening it, you can hold down the stylus over the memo name until the popup menu shown below appears.



Memo Edit Menu

The Edit menu for WordSmith memos has the following options:



Undo, Cut, Copy, Paste and Select All These standard Edit options allow you to edit text for use in the Filter only. For example, if you copy a name from a document or another application, you can simply paste it into the Filter and quickly view the memos that have the selected name in the title.

Keyboard Tapping on Keyboard will bring up the onscreen keyboard on your organizer.

Graffiti Help This option provides you with a list of all of the Graffiti characters.

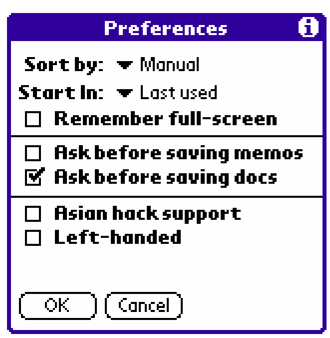
Memo Options Menu

The Option menu for WordSmith memos has the following features:

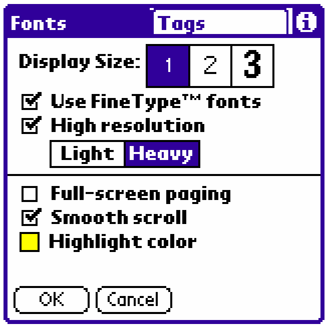


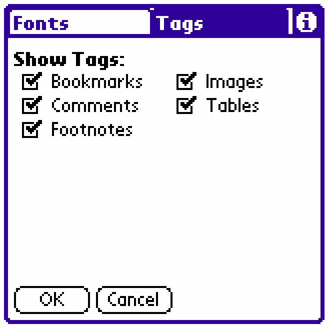
Font… Select the font size for the text in the List View Screen by tapping on the size you want (e.g., small, normal or large). This font will then be applied to the memo and doc list.

Preferences… This option allows you to select how your memos and docs are listed on the List Screen (Manual or Alphabetic), where the program starts on launch (Last used, Memo or Doc), whether when you tap on the Done key you are asked whether you want to Save, Abandon or Cancel the Done operation and whether you want to enable Asian hack support or left-handed support. Please note that FineType currently does not work with Asian languages. To change the ordering or start in location, tap on the arrow to the right of the option, tap on your selection and then OK. To enable the other options, merely check or uncheck the associated check box.



Display Options… This dialog box provides you with many options. You can select the font size for the text of your Memos and Docs by tapping on the size you want (e.g., small = 1, normal = 2 or large =3)* and decide whether to enable FineType™ fonts and high resolutions fonts. FineType is our new font technology that allows users to import TrueType/outline fonts from their desktop computer (Windows only). In addition, FineType enables users to view anti-aliased, high resolution fonts on their devices. For more information on using FineType™ fonts and high resolution fonts, please see the discussion of Fonts in Chapter 5.



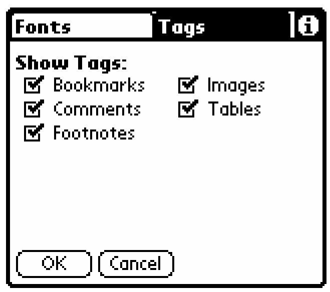


* The following table describes how the **Display Size** works.

For example, if your display size is set to 1, WordSmith will use its medium display font to display text that is 14 to 19 points. Please note that depending upon what Display Size and font size you are working with it is possible that you will not see a difference in the actual display size (e.g, under Display Size 3, font sizes 9 and up are all displayed as large).

Display Size Selected	0-8pt Font	9-13pt Font	14-19pt Font	20pt+ Font
1	smallest	smallest	medium	large
2	smallest	medium	large	large
3	medium	large	large	large

Other options include whether you would like to enable Full-screen paging (from within view mode, a page down will not repeat the last line of the previous page) and Smooth scroll (turning off Smooth scroll will result in line by line or "jerky" scrolling). In addition, for color organizers, you can also set your highlight color from this dialog box. If you have FineType selected, we recommend that you use a light highlight color for best results. Lastly, tap on the Tags title bar to decide whether you would like to show or hide the tags (placeholder icons) for Bookmarks, Comments, Footnotes, Images and Tables.



Security… This dialog box, which is also accessible from the Options menu, allows you to set your security preferences for WordSmith. If enabled, these preferences will become your minimum security settings for WordSmith. In other words, if your handheld's security is set to a higher standard, then the higher standard will apply. If your handheld's security is not set or is set to a lower level, then the setting you have selected for WordSmith will trump. For more information about your handheld's security options, please refer to your handheld's documentation.

WordSmith comes with 2 security timer options. The first enables you to set a timer to password protect WordSmith. For example, if you want WordSmith to require that you provide a password after a certain period of time, check the Require password after ___ box. To require a password upon start-up of WordSmith, set the time to 0 minutes. Also, you can set WordSmith to automatically increase its security level. For example, you can set WordSmith to automatically mask or hide all private records after a certain amount of time has passed (minutes, hours or days). Lastly, for your convenience, you can elect to show, mask or hide private records from this screen by using the Show/Mask/Hide push buttons.



Please note that masked records (records that have been replaced with gray placeholders as opposed to hidden records that are deleted from the screen) are generally supported by devices running Palm OS 3.5 or

better. Nevertheless, users of devices running Palm OS 3.0 or better will be able to mask records within WordSmith with this feature!

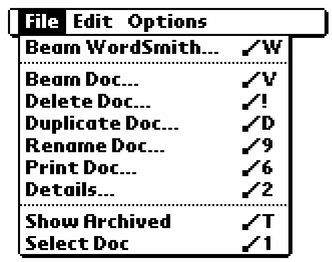
Register… This option allows you register WordSmith. Simply tap on Register and input your registration code in the Register dialog box. For more information on registering, please see Chapter 10.

About… Select About to see what version of WordSmith you are running.

Doc List View Screen Menus – File, Edit and Options Menus

Doc File Menu

The File menu for WordSmith's docs has the following options:



Beam WordSmith… Beam WordSmith to a friend. Please note that this will only beam an unregistered version of the application. If you would like to beam a FineType font, please use the FineType Font Manager. Please see Chapter 3 for more information.

Beam Doc… This option will let you beam the doc that you have selected (highlighted). If you would like to beam a FineType font, please use the FineType Font Manager. Please see Chapter 3 for more info.

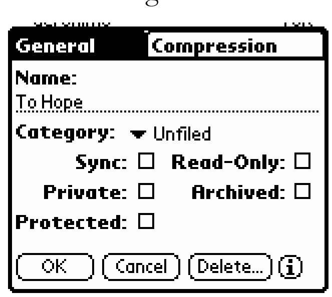
Delete Doc… This option will let you delete the doc that you have selected (highlighted). Please note that this option will delete the document from your handheld but not from the desktop.

Duplicate Doc… This option will let you duplicate the doc that you have selected (highlighted) and enter a new name for the duplicated doc.

Rename Doc… This option will let you rename the doc that you have selected (highlighted).

Print Doc… This option will let you print your WordSmith doc with the assistance of a supported printing utility, such as PrintBoy by Bachmann Software (www.bachmannsoftware.com) or InStep Print by The InStep Group, Inc. (www.instepgroup.com).

Details… Tap on Details to open the Details dialog box shown below.



This dialog box provides (1) certain general information on the doc and provides you the opportunity to change certain attributes of the doc and (2) compression information. With the General Title Tab selected, you will have the following options:

Name Indicates the current name of the document. You may change the name by inputting a new name and tapping OK.

Category Shows the category the doc is saved under and allows you to change the category by tapping on the arrow to the left of the category name.

Sync Enabling Sync will make sure that your document is synchronized with your desktop computer during Hotsyncs. Please see Chapter 3 on the conduit for more information on syncing.

Read-Only Enabling Read-Only will make the document uneditable and hence read-only.

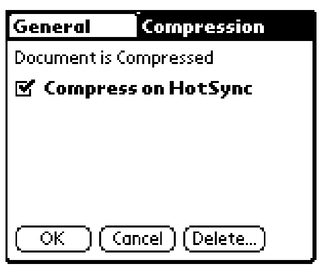
Private Enabling Private will make this doc private (i.e., hideable) in WordSmith only.

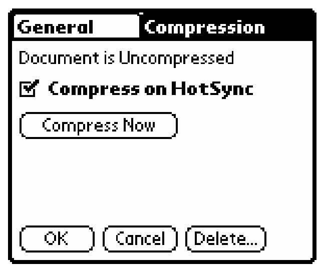
Archived Enabling Archived will "remove" a document from the Doc list view screen. Use this option, when trying to minimize the number of docs that show up in the Doc list view screen. To show Archived documents, simply select the Show Archived Documents option from the File menu. Select Hide Archived Documents from the same menu to hide them again.

Protected Enabling Protected will prompt you to come up with a password for accessing the document on your organizer. You can select one password for all documents or a different password for each. With Protected enabled, you will need to provide the correct password in order to access the document on your organizer.

Delete… By pressing the Delete button you can delete the document from within the details box. Please note that this will only delete the document on your handheld.

With the **Compression** Title Tab of the Details dialog box selected, you will have the following options:





Compression status message The message at the top of this dialog box lets you know whether or not the document is uncompressed or compressed. With WordSmith, docs are uncompressed only when you edit and save (i.e., close) the doc.

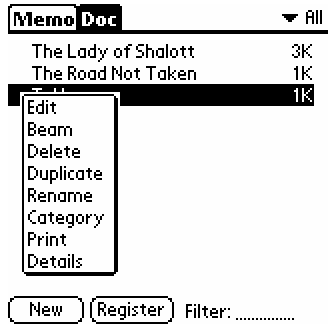
Compress on HotSync A checkbox next to this box indicates that the selected doc will be compressed during HotSyncs.

Compress Now If your document is uncompressed, you will see a Compress Now button. Tap on this button to compress your document. Please note that you must save the doc before using this option. You can take a shortcut to compress a document from the document list. If the size of the document is surrounded by a dotted box, tap on the box and you'll be prompted to compress now. Compressed documents' size is not displayed with a dotted box around it.

Delete… By pressing the Delete button you can delete the document from within the details box. Please note that this will only delete the document on your handheld.

Show Archived / Hide Archived This option enables you to show any documents that you have set as archived in the document details box (see discussion of Archived immediately above). If you have selected Show Archived, the menu option will change to Hide Archived. To hide, simply select this option.

Select Doc This option explains how to select docs and that to select a doc without opening it, you can hold the stylus over the doc name until the popup menu shown below appears.



Doc Edit Menu

The Edit menu for WordSmith docs is identical to the Memo Edit Menu described above. Please see above for assistance.

Doc Options Menu

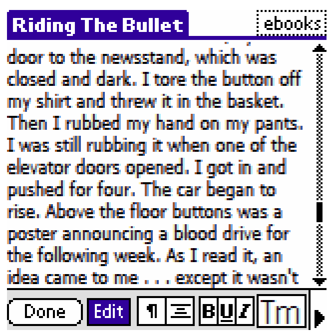
The Options menu for WordSmith docs is identical to the Memo Options Menu described above. Please see above for assistance.

5 Document Editing

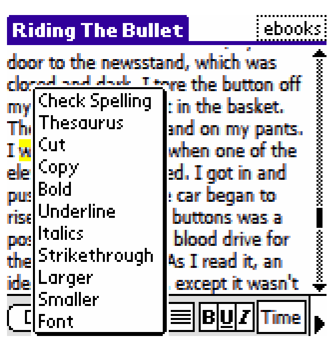
This section describes the features and menu options that are available when one is editing a doc. To see these features and menus, you need to launch WordSmith on your organizer, select the Doc Title Tab and open a doc or create a new doc. You can open a doc by tapping on the doc name in the Doc List View Screen or by tapping the New button to create a new doc (please see Chapter 4 for more information).

Doc Edit Mode Screen Features

This section outlines the various features that are available in the doc Edit Mode screen (the screen you see when you are in a doc in Edit Mode) shown below.



Pop-Up Menus In addition to WordSmith's many pull-down menus, WordSmith also has some very handy pop-up menus for stylus users. For example, if you are **editing a doc**, a pop-up menu that lists the following: Check Spelling, Thesaurus, Cut, Copy, Bold, Underline, Italics, Strikethrough, Larger, Smaller and Font is available. You can access this pop-up menu by tapping and holding to select text, releasing, and then tapping and holding the selected text.



Doc Name The left side of the Title Bar indicates the name of the doc that you are editing.

Category The right side of the Title Bar indicates the category that the doc is in. In the example above, the category is Unfiled. To change the doc's category, simply tap on the

category to get the category pop-up menu. You can change the categorization of the doc by tapping on one of the listed categories or by selecting Edit Categories and creating a new category, deleting categories you no longer need, etc. For information on moving a doc to and from the expansion card, please read Chapter 8 on VFS support.

Done button Tap the Done button to close and save the doc. Please note that with version 2.0, we have added a special preference item that lets you set WordSmith to ask you whether you want to save, abandon or cancel the done operation when you tap on the Done button. Please see Chapter 4 for more information.

Edit button Tap the Edit button to switch from Edit Mode to View Mode. Tap it again to switch back to Edit Mode.

Paragraph formatting button Tapping on this button brings up the paragraph formatting box (covers alignment, indenting, bulleted lists, line spacing and page breaks). For more information on this feature, please see the discussion on the Format Menu -> Paragraph… below.

Justification button This button indicates whether the memo is left, right or full justified or centered. Tap on the button to change the justification. Please note that full justified will not display on your organizer but will display on your desktop computer.

Bold button This button will be highlighted if enabled. To turn on bold, simply tap on the bold button. To disable, simply tap on it again.

Underline button This button will be highlighted if enabled. To turn on underline, simply tap on the underline button. To disable, simply tap on it again.

Italics button This button will be highlighted if enabled. To turn on italics, simply tap on the Italics button. To disable, simply tap on it again. Please note that in order to use *italics* you need to have FineType turned on (FineType is the default option for WordSmith).

Fonts button This button indicates what the characters will look like and what Font type is being used. For example, if you are typing in Times New Roman, it will abbreviate that to Time and if you have Bold enabled, the word Time will also be bold. For more information on this feature, please see the discussion on the Format Menu -> Font… below

Arrow Tap on the arrow in the lower right hand corner to hide the toolbar. Tap on it again to get it back.

Scrolling The right side of the document has a scrollbar. Use your stylus to move the cursor up and down in the document. Note how you can slowly scroll through the document by putting your cursor on the up or down arrow or quickly move through the document by dragging the bar on the scrollbar. If you are a lefty, use Preferences (from the main doc or memo list screen, open the Options menu, select Preferences and check the box for Left-handed support) to move the scroll bar to the left side of the screen.

Doc Edit Mode Menus

This section describes the menu options that are available once one is editing a document. To see these menus, you need to launch WordSmith on your organizer, select Doc from the Title Bar and open a doc or create a new doc.

Once you are inside of a doc, tap on your organizer's Menu icon (or FN+Phone for Palm Portable and Stowaway keyboard users) and you will see the following menus:

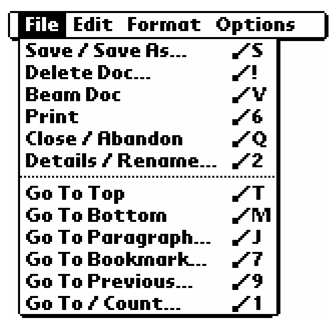
- File
- Edit
- Format
- Options

Note on Special Keyboard Support and Shortcuts for Menu Items

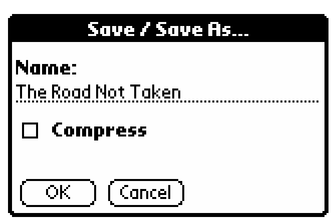
Please note that you may use a Palm Portable or Stowaway keyboard to jump between the menus and maneuver within menus. Once the menus are open, simply use the arrow keys to move between and within menus. In addition, you can use the Enter key to close most dialog boxes. Our goal with this application is to allow avid keyboard users the ability to type memos and docs without having to use the stylus. In addition, please note that every menu item has an associated Graffiti and keyboard shortcut. Please see Chapter 9 for more information.

Doc File Menu

The File menu for WordSmith docs has the following options:



Save / Save As… This option allows you to save your doc without exiting it or to change the name of the saved file. It also lets you compress when you save the doc and to save a WordSmith doc (i.e., a doc with rich text in it) as a plain text doc (and thus, viewable in other doc viewers).



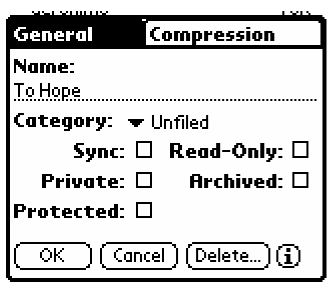
Delete Doc… This option will let you delete the doc that you are in. Please note that this option will delete the document from your handheld but not from the desktop.

Beam Doc This option will let you beam the doc that you are in.

Print This option will let you print your WordSmith doc with the assistance of a supported printing utility, such as PrintBoy by Bachmann Software (www.bachmannsoftware.com) or InStep Print by The InStep Group, Inc. (www.instepgroup.com).

Close/Abandon This feature will bring up a dialog box that will give you the option to save, abandon or cancel the operation.

Details/Rename… Tap on Details to open the Details dialog box shown below.



This dialog box provides (1) certain general information on the doc and provides you the opportunity to change certain attributes of the doc and (2) compression information. With the **General** Title Tab selected, you will have the following options:

Name Indicates the current name of the document. You may change the name by inputting a new name and tapping OK.

Category Shows the category the doc is saved under and allows you to change the category by tapping on the arrow to the left of the category name.

Sync Enable Sync if you want the document to be synchronized with your desktop computer during synchronization operations. Please see Chapter 2 on the conduit for more information on synchronization.

Read-Only Enabling Read-Only will make the document uneditable and hence read-only.

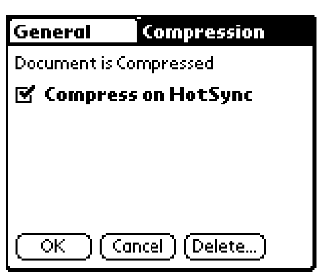
Private Enabling Private will make this doc private (i.e., hideable) in WordSmith only.

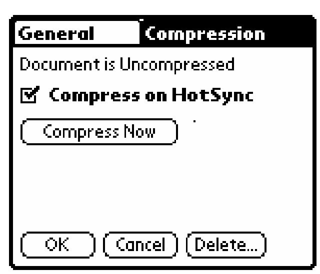
Archived Enabling Archived will "remove" a document from the Doc list view screen. Use this option, when trying to minimize the number of docs that show up in the Doc list view screen. To show Archived documents, simply select the Show Archived Documents option from the doc list view File menu. Select Hide Archived Documents from the same menu to hide them again.

Protected Enabling Protected will prompt you to come up with a password for accessing the document on your organizer. You can select one password for all documents or a different password for each. With Protected enabled, you will need to provide the correct password in order to access the document on your organizer.

Delete… By pressing the Delete button you can delete the document from within the details box. Please note that this will only delete the document on your handheld.

With the **Compression** Title Tab of the Details dialog box selected, you will have the following options:





Compression status message The message at the top of this dialog box lets you know whether the document is uncompressed or compressed.

Compress on HotSync A checkbox next to this box indicates that the selected doc will be compressed during HotSyncs.

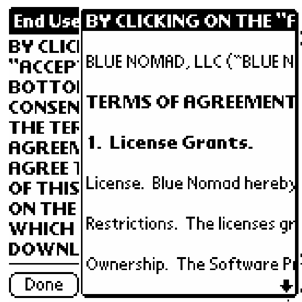
Compress Now If your document is uncompressed, you will see a Compress Now button. Tap on this button to compress your document. Please note that you must save the doc before using this option. You can take a shortcut to compress a document from the document list. If the size of the document is surrounded by a dotted box, tap on the box and you'll be prompted to compress now. Compressed documents' sizes are not displayed in a dotted box.

Delete… By pressing the Delete button you can delete the document from within the details box. Please note that this will only delete the document on your handheld.

Go To Top This option takes your cursor to the top of the doc.

Go To Bottom This option takes your cursor to the bottom of the doc.

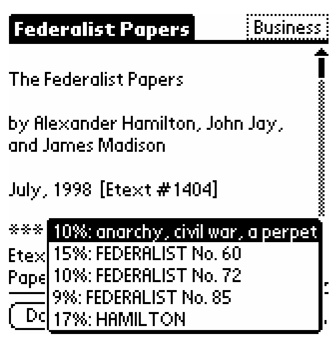
Go To Paragraph… This option opens the box shown below in your doc (kind of like your television's, picture in picture feature) and provides you with the first few words of each paragraph in your document. This way you can easily see which paragraph you would like to jump to.



Use the arrows on the upper right hand and lower right hand corner to move through the document a paragraph at a time. Alternatively, you can scroll through the list by using the Cmd + arrow keys. Tap on the paragraph that you would like to jump to. To close this feature, simply tap outside of the box.

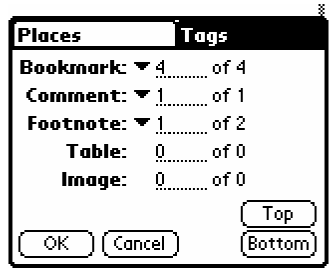
Go To Bookmark This option brings up a list of bookmarks in your doc, if any. To jump to a particular bookmark, tap on its name.

Go To Previous This option brings up a list of the last 50 "Go To" locations (e.g., bookmarks, tables, images, top, bottom, etc.) you have visited in a particular document. Click on the item to navigate back to the location.



Go To / Count This option enables the Go To / Count dialog boxes shown below.





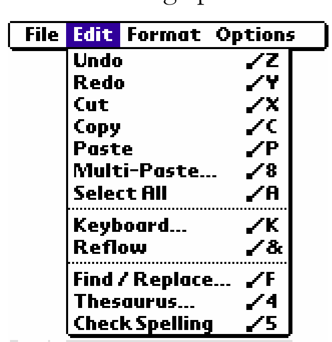
Places The Places portion of the Go To / Count feature allows you to be pretty specific about where in the document you want to go. You can choose from going to a certain paragraph of the document, a certain character or percentage through the document. Don't waste too much time fretting over which method to use… once you fill in any of the 3, the other categories will automatically be filled in…so, if you said you wanted to go to paragraph 4 of your document, the program automatically fills in what character and percent of the document paragraph 4 represents.

> **Paragraph** This option not only lets you jump to a certain paragraph in the document, it also lets you know how many paragraphs are in the document. In addition, by tapping on the arrow to the right of Paragraph, you can see the first few words of each paragraph in your document and go to a paragraph by selecting the first few words of it. To close the paragraph content box, simply tap outside of the box.
>
> **Character** This option not only lets you jump to a certain character in the document, it also lets you know how many characters are in the document.
>
> **Percent** This option lets you pick how far into the document you would like to go… 16% anyone?
>
> **Words** This simply tells you the number of words in the doc.
>
> **Top Button** Tap this button as an alternative way to get to the top of the doc.
>
> **Bottom Button** Tap this button as an alternative way to get to the bottom of the doc.

Tags The Tags portion of the Go To / Count feature shows you how many bookmarks, comments, footnotes, tables and images are in your document and what bookmark, comment, etc. you are next to. Also, like the Paragraph feature described immediately above, if there are bookmarks or comments in the document, an arrow (pull-down menu) will appear that will show you the first few words of all of the bookmarks or comments in the document. You can simply tap on the bookmark or comments name to go to its location. Alternatively, if you know that you want to go to bookmark #3, just enter 3 and you will jump to its location.

Doc Edit Menu

The Edit menu for WordSmith docs has the following options:



Undo This option lets you undo **unlimited** edits that you have made to the doc.

Redo This option lets you redo the undo that you made to the doc. You can also do **unlimited** redo's!

Cut This option lets you cut or delete selected portions of your doc. To select text, tap and hold your stylus to the left of the text that you would like to select and drag it to the right of the end of the text that you want to select.

Copy This option lets you copy selected portions of your doc. To select text, tap and hold your stylus to the left of the text that you would like to select and drag it to the right of the end of the text that you want to select.

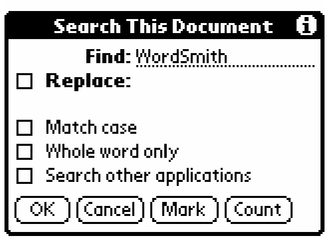
Paste This option lets you paste text that has been cut or copied from elsewhere in the doc or from another doc or application on your organizer. Please note that when you paste from another doc or application, you can only paste 1,000 characters at a time (this is due to limitations of the Palm OS). To paste, tap your stylus on the location where you want to move the text and then select Paste from the Edit Menu.

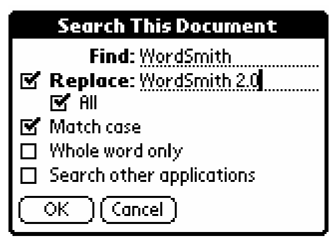
Multi-Paste… Unlike standard paste, multi-paste allows you to do a paste of any of your last 10 'Cut or Copy' operations you made in the document. Just select multi-paste from the menu and a list appears with the beginning text of each 'Copy'. Select the one you want and it will be pasted into the document.

Select All This option enables you to select all of the text of your doc in 1 step. This option is very handy when you need to change the font and formatting of your doc and for cut/copy/paste operations.

Keyboard Tapping on Keyboard will bring up the onscreen keyboard on your organizer. This is handy for those times when you forget your graffiti or are without your Palm Portable or Stowaway keyboard.

Find/Replace… This option lets you do a word or phrase search of the document. Tapping on Find will bring up the following Search This Document dialog box. You can also access this by using the Find button on your organizer's screen (under the Calculator button).





Find Input the text that you want to search for. Tap OK to begin search

Replace If you enable this option, a line will appear for inputting text to replace the found text and an All checkbox will appear. Tap OK to replace text.

All Tap on the checkbox and then OK to do a Replace All operation. Please note that WordSmith will only replace text from where your cursor is located to the end of the document.

Match case Enable this option if you only want the search results to match the case of the search term.

Whole word only Enable this option if you only want the search results to contain whole words (e.g., if you search for "sin," you won't get sincere as a result).

Search other applications Enable this to expand your search to include all of your searchable applications (other than docs).

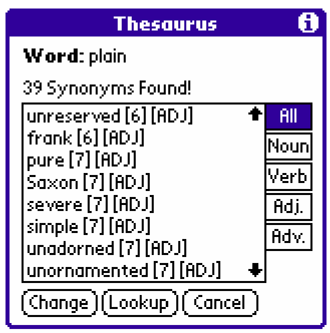
Mark Enable this option to insert a bookmark before every instance of the search term or string.

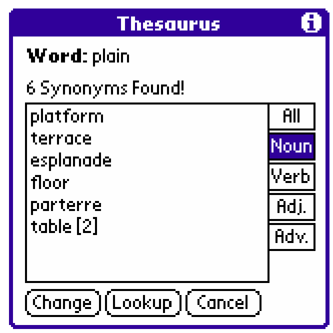
Count Enable this option to see how many times a particular word or phrase appears in the document.

Reflow Selecting Reflow will take out every line break that is not followed by a blank line. If you do this with nothing selected, Reflow will remove line breaks from the cursor down to the first double line break. If you have text selected, it will perform the operation on everything in the selected block. To reflow an entire document, you would 'Select All' and then choose reflow.

Some documents have line breaks every 40-80 characters instead of at the end of a paragraph. WordSmith sees each of these as a new paragraph. Reflow essentially optimizes the formatting. However, if you do this on a list, such as a table of contents, you will not get what you want. It will simply think the list is a poorly formatted paragraph and make it into one paragraph. If this happens, simply select 'Abandon Changes'. WordSmith will automatically recommend a reflow if there is not at least one paragraph in a document that is 8K or larger.

Thesaurus Selecting Thesaurus will call up a Thesaurus dialog box.

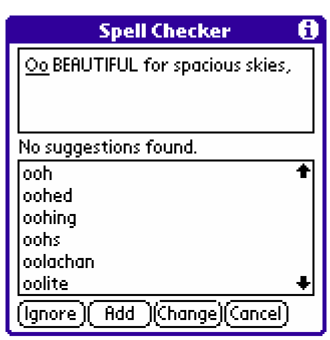


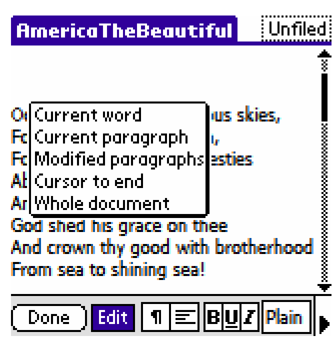


If you have a word selected (highlighted)or have your cursor in a word in your document or memo and you select Thesaurus, WordSmith will automatically generate a list that includes synonyms that are nouns, verbs, adjectives and adverbs. If you are only looking for synonyms that are nouns only (as in the screenshot on the right), for example, you can tap on the Noun button on the right and the thesaurus will only list synonyms that are nouns. If one of the synonyms seems to work for you, simply select it and then tap on the Change button and it will replace the highlighted word in the document. You can also use the Thesaurus to look up words that aren't in your document but are in the list of synonyms found. Simply select the word and then tap on Lookup. Tap on Cancel to exit the Thesaurus.

The Thesaurus was developed by **DDH Software, Inc.** (www.ddhsoftware.com). Please note that in order to use the integrated Thesaurus, you need to install the Thesaurus.prc and a dictionary during the install process. See Chapter 2 on installation for more information.

Check Spelling Selecting Check Spelling will produce the Spell Checker dialog box on the left and the pop-up menu on the right below:





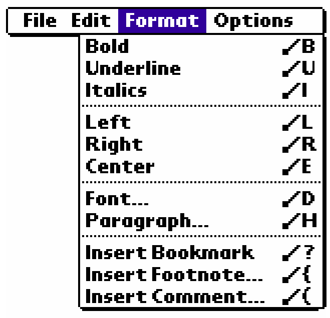
If no text is selected and you enable the Check Spelling option, WordSmith will pop-up box that will let you check: the Current word, Current paragraph, Modified paragraphs, Cursor to end or Whole document. Due to the limitations of current handheld computing devices, we suggest that for performance reasons you minimize the text searched by selecting an option such as Modified paragraphs (which only checks paragraphs that have been modified on the organizer) when possible. Once a search commences, a progress bar will appear. To cancel the search, simply tap on the Cancel button.

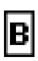
The Spell Checker will underline words that it believes are spelled incorrectly or are not in its dictionary. It will also display an suggestions found. You can use the buttons at the bottom of the Spell Checker dialog box to Ignore (override) the Spell Checker , Add the word to the dictionary, or Modify the incorrect word (i.e., edit it to correct the spelling). Tap on Cancel to exit the Spell Checker.

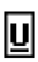
The Spell Checker was developed by **DDH Software, Inc.** (www.ddhsoftware.com). Please note that in order to use the integrated Spell Checker, you need to install the Spell Checker.prc and a dictionary during the install process. See Chapter 2 on installation for more information.

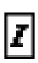
Doc Format Menu

The Format menu for WordSmith docs has the following options:



Bold  This option lets you enter bold text into a doc. You can tell that you have turned this option on by looking at the icon on the doc screen. If it is highlighted, it is enabled. Tap the Bold menu item or Bold button again to turn off bold text.

Underline  This option lets you enter underlined text into a doc. You can tell that you have turned this option on by looking at the icon on the doc screen. If it is highlighted, it is enabled. Tap the Underline menu item or Underline button again to turn off underline text.

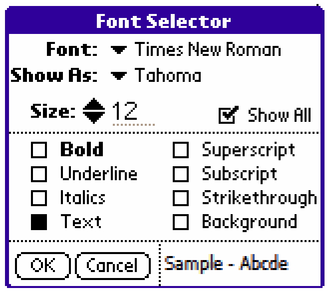
Italics  This option lets you enter italicized text into a doc. You can tell that you have turned this option on by looking at the icon on the doc screen. If it is highlighted, it is enabled. Tap the Italics menu item or Italics button again to turn off italicized text. Please note that in order to use *italics* you need to have FineType turned on (FineType is the default option for WordSmith).

Left  This option lets you left justify text entered into your doc. You can tell that you have turned this option on by looking at the Justification button on the lower part of your screen. If the text in the button is aligned to the left, it is on. You can switch to a different alignment by taping on the button or by tapping on a different format menu item. To left justify the whole doc, Select All (highlight all of the text) and then tap on Left. To left justify on a section of the doc, select the section and then tap on left. To left justify newly entered text, tap on left and type.

Right  This option lets you right justify text entered into your doc. Please see the instructions under Left above for assistance on justifying text.

Center This option lets you center text entered into your doc. Please see the instructions under Left above for assistance on justifying text.

Font… This option will open the Font Selector dialog box shown below. An alternative way to display the Font Selector dialog box is to tap on the Fonts button in the lower right hand corner of your organizer's screen. Note the Sample box in the lower right hand corner that shows you what the font you have selected will look like. The screenshot on the left is what you will see for monochrome devices when FineType is off. The image on the right is with FineType on. If you have a color device, an additional row of options will appear that will let you select the text and background color.



Font Use the arrow to select a **document font**. Document fonts are fonts that are synchronized with the desktop. For example, if you want to create a new letter in Times New Roman, you would select Times New Roman from the pull-down menu and start writing.

WordSmith has 6 default document fonts: Arial, Courier New, Garamond, Plain, Tahoma and Times New Roman. Additional document fonts are added when docs that contain other than the default fonts are synchronized with WordSmith. Please note that unless you have installed a FineType font corresponding to the font being used in the document (please see Display immediately below), these fonts will not actually display on the organizer but *will* display on the desktop.

Show As: Use the arrow to select a **display font** to be assigned to a given document font. For example, if your document font is Times New Roman, you may want to set the display font to a font like Tahoma (e.g. one that was designed especially for small screens (devices)). The display font will *display* on your device…as opposed to a document font that will display on your desktop (unless you select the display font to match the document font). Display fonts may be added to your organizer by using the FineType Converter (*Windows only*) or FineType Manager. Please see Chapter 3 for more information.

Size Use the arrows to change the size of the Font. You can choose a font as small as 4 and as large as 127! Please note that not all font sizes will display on your organizer but they will on your desktop.

Show All Enable this option to show all fonts available in the WordSmith environment (master font database). If not checked, the font feature (described above) will only show the fonts that are currently in use in the document. Please see the description of the font feature above for information on how to add extra fonts.

Bold Enable this option to enter bold text.

Underline Enable this option to enter underlined text.

Italics Enable this option to enter italicized text. Please note that in order to use *italics* you need to have FineType turned on (FineType is the default option for WordSmith).

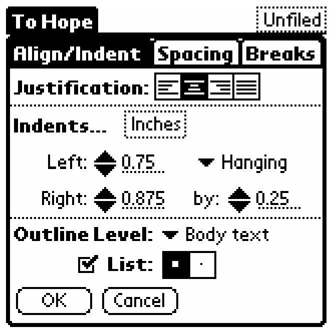
Superscript Enable this option to enter superscript text.

Subscript Enable this option to enter subscript text.

Strikethrough Enable this option to enter strikethrough text.

Color Devices: Text and Background Enable this option to choose the color of your font and background color. Please note that this feature is **only available on color devices**. Also, if you have high resolution fonts enabled (please see the discussion of Display Options in Chapter 4 and display fonts above), you will not be able to view color fonts or backgrounds on your device.

Paragraph… This option will open the paragraph formatting dialog box shown below. An alternative way to display this dialog box is to tap on the button to the right of the Edit button. This dialog box permits you to set Alignment and Justification, Spacing and Page Breaks. Tap on the push buttons to get to the screen that you want.

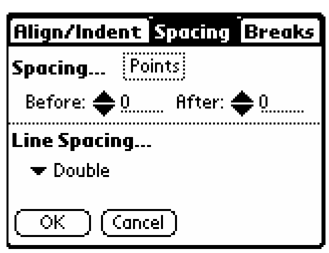


Justification To change the justification, tap on the justification icon and select from among left, center, right and full justification.

Indents… You can toggle between setting your indentations in inches or centimeters. Use the arrows to adjust your left and right margins. In addition, you may also set a first or hanging indent.

Outline Level: You can set outline levels by tapping on the arrow. Your choices are Body text or outline level 1-9. Please note that these levels will not display on your handheld but will display on your desktop.

List: You can now automatically enter **bulleted lists** by checking the list box. When you check the list box you are given two sizes of bullets to choose from: large and small. Tap on the size you want. By default, WordSmith is set to use the large bullets.



Spacing… You can toggle between setting your spacing in points, inches or centimeters by simply tapping the box. Use the arrows to adjust the spacing before and after lines.

Line Spacing… You can set the line spacing by tapping on the arrow. Your choices are: Single, 1.5 Lines, Double, Triple, Multiple (you enter the number of lines) and At Least or Exactly (for the last 2 options, you enter the number of points).



Page break options With WordSmith you have 3 page break options. Page break before causes a page break before the paragraph. Keep lines together prevents the paragraph from being split across pages. Lastly, Keep with next causes the paragraph to be kept on the same page as the next paragraph, even if this means that both paragraphs are moved to the next page.

Insert Bookmark This option will insert a bookmark wherever your cursor is placed. Bookmark icons look like this:  Once a bookmark is entered, it can be deleted by backspacing over it or selecting and deleting it. Also, you can use the undo feature to delete it.

Insert Footnote… This option will insert a footnote where your cursor is placed and will open a Footnote/Endnote box that will let you enter plain text into the footnote or endnote, as the case may be. Footnote icons look like this:  Simply tap on the Footnote or Endnote box to select the type of note you need. To edit an existing footnote, tap on the footnote icon and edit. Please note that if you have rich text in your footnote, editing it on the device will result in a loss of the footnote's formatting.

Insert Comment This option will insert a comment where your cursor is placed and will open a Comment box that will let you enter plain text into the comment and designate an author for the comment. Comment icons look like this:  To edit an existing comment, tap on the comment icon and edit. Please note that if you have rich text in your comment, editing it on the device will result in a loss of the comments formatting.

Doc Options Menu

The Options menu for WordSmith docs has the following options:



Phone Lookup… This handy option lets you quickly look up a phone number and add it to your doc. Simply highlight the phone numbers you need and tap on the Add button to add to your doc. You can use the Look Up feature or the arrows to search through your numbers.

Extend Selection Allows you to select large blocks of text easily. Similar to using shift-arrow keys on keyboard. Just place cursor where you want to begin selection, and then go to the Options menu/Extend Selection and place cursor where you want the selection to end. Works nicely with the File menu's Go To features. This option is great for editing with the stylus or for users of keyboards that don't support shift-arrow to select text.

Full Screen This option lets you utilize every precious bit of your organizer's screen for viewing or editing your doc by hiding the Title Bar and toolbar. To leave full screen mode, simply tap on the small icon in the upper right hand corner. To stay in full screen mode but retrieve the Toolbar, tap on the small arrow in the lower right hand corner. Tap on the arrow again to hide the Toolbar. Please note that you can still use the pop-up menus in full screen mode.

Display Options… This dialog box provides you with many options. For more information, please see Chapter 4, Memo Options Menu – Display Options.

Change to View Mode This option lets you switch to View mode from Edit mode.

Auto-Save Lets you set WordSmith to save every x minutes.

User Dictionary This option lets you set up to two supplemental dictionaries at the same time.

Graffiti Help… This option provides you with a list of the Graffiti characters. You can use the arrows in the lower right hand corner to scroll through the characters. Tap on the Done button when you are finished refreshing your memory. Please see Chapter 9 for Graffiti shortcuts.

Keyboard Help… This option provides you with a list of all of the keyboard shortcuts that you can use in WordSmith. These shortcuts were designed to work with the Palm Portable and Stowaway keyboards. You can use the arrows in the lower right hand corner to scroll through the characters. Tap on the Done button when you are finished refreshing your memory. Please see Chapter 9 for more information on keyboard shortcuts.

Register… This option allows you register a trial version of WordSmith. Simply tap on Register and input the information requested on the Register dialog box. For more information on registering, please see Chapter 10.

About… Select About to see what version of WordSmith you are running.

6 Memo Editing

This chapter describes the features and menu options that are available once one is editing a memo. To see these features and menus, you need to launch WordSmith on your organizer, select the Memo Title Tab and open a memo or create a new memo. You can open a memo by tapping on the memo name in the Memo List View Screen or by tapping the New button to create a new memo (please see Chapter 4 for more information).

Memo Edit Screen Features

This section outlines the various features that are available in the memo edit screen (the screen you see when you are in a memo in Edit Mode) shown below.



Memo number The left side of the Title Bar indicates what memo you are in by the memo's number (e.g., 4 of 6).

Category The right side of the Title Bar indicates the category that the memo is in. In the example above, the category is Unfiled. To change the memo's category, simply tap on the category to get the category pop-up menu. You can change the categorization of the memo by tapping on one of the listed categories or by selecting Edit Categories and creating a new category. You can also delete categories you no longer need, from within the Edit Categories dialog box.

Done button [Done] Tap the done button to close (and save) the memo.

Edit button [Edit] Tap the edit button to switch from Edit Mode to View Mode. Tap it again to switch back to Edit Mode.

Justification button This button selects whether the memo is left or right justified or centered. Tap this button to change the justification.

Bold button [B] This button will be highlighted if enabled. To turn on bold, simply tap on the Bold button. To disable, simply tap on it again.

Underline button [U] This button will be highlighted if enabled. To turn on underline, simply tap on the Underline button. To disable, simply tap on it again.

Italics button [I] This button will be highlighted if enabled. To turn on italics, simply tap on the Italics button. To disable, simply tap on it again. Please note that in order to use *italics* you need to

have FineType turned on (FineType is the default option for WordSmith; you may turn FineType on or off from the Options menu/Display Options).

Fonts button This button indicates what the characters will look like. For example, if you have Bold enabled, the word Font will also be bold. Tapping on the button will open the Font Selector dialog box. Please see Chapter 5 for information on the Font Selector.

Arrow Tap on the arrow in the lower right hand corner to hide the toolbar. Tap on it again to get it back.

Scrolling The right side of the memo has a scrollbar. Use your stylus to move the cursor up and down in the memo. Note how you can slowly scroll through the memo by putting your cursor on the up or down arrow or quickly move through the memo by dragging the bar on the scrollbar. If you are a lefty, use Preferences (from the main doc or memo list screen, open the Options menu, select Preferences and check the box for Left-handed support) to move the scroll bar to the left side of the screen.

Memo Edit Mode Menus

Once you are inside of a memo, tap on your organizer's Menu icon (or FN+Phone for Palm Portable and Targus Stowaway keyboard users) and you will see the following menus:

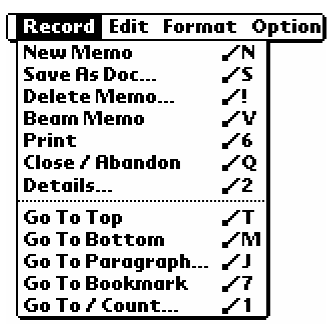
- Record
- Edit
- Format
- Option

Note on Special Keyboard Support and Shortcuts for Menu Items

. Please note that you may use a Palm Portable or Targus Stowaway keyboard to jump between the menus and maneuver within menus. Once the menus are open, simply use the arrow keys to move between and within menus. In addition, you can use the Enter key to close most dialog boxes. Our goal with this application is to allow avid keyboard users the ability to type memos and docs without having to use the stylus. In addition, please note that every menu item has an associated Graffiti and keyboard shortcut. Please see Chapter 9 for more information.

Memo Record Menu

The Record menu for WordSmith memos has the following options:



New Memo This option saves you a few taps and allows you to open a new memo from within another memo. It will automatically close (and save) the memo that you are in and open a blank memo.

Save as Doc… As many of you are aware, the memos that you type on your organizers are subject to a 4,000-character ceiling. If you hit this limit, WordSmith will automatically give you the option of saving the memo as a doc. Nevertheless, if you would like to convert your memo to a doc before reaching the ceiling, select this option and enter a name for your new doc. Please note that when this option is selected, WordSmith will ask you whether you want to keep a copy of the original memo.

Delete Memo… This option will let you delete the memo that you are in. When you select this option, a dialog box will ask you whether you want to save a copy in an archive file on your desktop (during the next HotSync operation). To enable this archive option, simply tap on the check box for "Save archive copy on PC" and tap on OK.

Beam Memo This option will let you beam the memo that you are in.

Print This option will let you print your WordSmith memo with the assistance of a supported printing utility, such as PrintBoy by Bachmann Software (www.bachmannsoftware.com) or InStep Print by The InStep Group, Inc. (www.instepgroup.com).

Close/ Abandon This feature will close your memo and abandon all changes made since you last saved it..

Details… This option will let you open the Memo Details dialog box. This box indicates what category the memo is saved under and allows you to change the memo category by tapping on the arrow to the left of the category name. In addition, by checking the Private box, you can make this memo private (i.e., hideable).

Go To Top This option takes your cursor to the top of the memo.

Go To Bottom This option takes your cursor to the bottom of the memo.

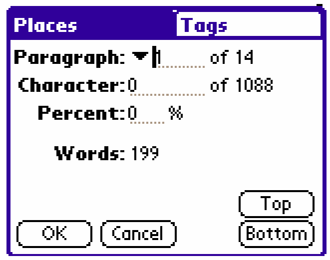
Go To Paragraph… This option opens the box shown below in your memo (kind of like your television's, picture in picture feature) and shows you the first few words of each paragraph in your memo.



To select the paragraph you want to go to, tap on the first few words of the paragraph in the dialog box. To close this feature, simply tap outside of the box.

Go To Bookmark This option brings up a list of bookmarks in your memo, if any. To jump to a particular bookmark, tap on its name.

Go To / Count… This option enables the Go To / Count dialog boxes shown below.





This feature allows you to be pretty specific about where in the memo you want to go. You can choose from going to certain "Places" such as a certain paragraph of the memo, a certain character or percentage through the memo or to certain "Tags" in the memo, such as a bookmark.

Places:

Paragraph This option not only lets you jump to a certain paragraph in the memo, it also lets you know how many paragraphs are in the memo . In addition, by tapping on the arrow to the right of Paragraph, a box will pop-up that will let you see the contents of the first few words of each paragraph in your memo. You can select and go to a paragraph by tapping on its first few words in the box. To close the paragraph content box, simply tap outside of the box.

Character This option not only lets you jump to a certain character in the memo, it also lets you know how many characters are in the memo.

Percent This option lets you pick how far into the memo you would like to go… 23% anyone?

Words This simply tells you the number of words in the memo.

Top Button Tap this button as an alternative way to get to the top of the memo.

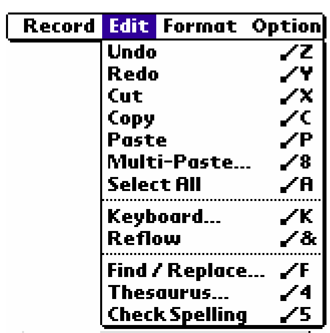
Bottom Button Tap this button as an alternative way to get to the bottom of the memo.

Tags:

Bookmarks This option not only lets you jump to a certain bookmark in the memo, it also lets you know how many bookmarks are in the memo. In addition, by tapping on the arrow to the right of memo, a box will pop-up that will list the names of the bookmarks. You may tap on the name to go to the bookmark.

Memo Edit Menu

The Edit menu for WordSmith memos has the following options:



Undo This option lets you undo unlimited redos that you have made to the memo.

Redo This option lets you redo unlimited undos that you have made to the memo.

Cut This option lets you cut or delete selected portions of your memo. To select text, tap and hold your stylus to the left of the text that you would like to select and drag it to the right of the end of the text that you want to select.

Copy This option lets you copy selected portions of your memo. To select text, tap and hold your stylus to the left of the text that you would like to select and drag it to the right of the end of the text that you want to select.

Paste This option lets you paste text that has been cut or copied from elsewhere in the memo. To paste, move your cursor to the location where you want to move the text and then select Paste from the Edit Menu.

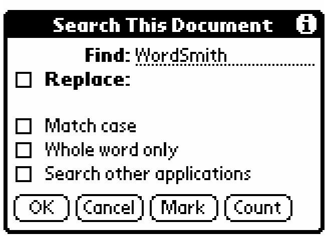
Multi-Paste… Unlike standard paste, multi-paste allows you to do a paste of any of your last 10 "Copy" commands. Just select multi-paste from the menu and a list appears with the beginning text of you last 10 "Copy" commands made within the memo. Select the one you want and it will be pasted into the document.

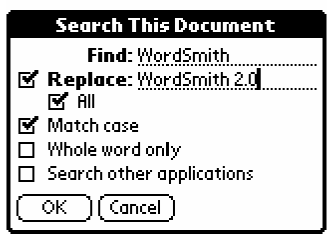
Select All This option enables you to select all of the text of your memo in one step. This option is very handy when you need to change the font and formatting of your memo and for cut/copy/paste operations.

Keyboard… Tapping on Keyboard will bring up the onscreen keyboard on your organizer. This is handy for those times when you forget your Graffiti or are without your Stowaway keyboard.

Reflow Selecting Reflow will take out every line break that is not followed by a blank line. If you do this with nothing selected, Reflow will remove line breaks from the cursor down to the first double line break. If you have text selected, it will perform the operation on everything in the selected block. To reflow an entire memo, you would 'Select All' and then choose reflow.

Find/Replace… This option lets you do a word or phrase search of the document. Tapping on Find will bring up the following Search This Document dialog box. You may also access this by tapping on the Find button on your organizer (under the Calculator button).





Find Input the text that you want to search for. Tap OK to begin search

Replace If you enable this option, a line will appear for inputting text to replace the found text and an All check box will appear. Tap OK to replace text. Check the **All** box to have WordSmith find all occurrences and replace with the inputted text. Please note that WordSmith will only search from your cursor location to the end of the memo.

Match case Enable this option if you only want the search results to match the case of the search term.

Whole word only Enable this option if you only want the search results to contain whole words (e.g., if you search for "sin," you don't get sincere as a result).

Search other applications Enable this expand your search outside of WordSmith to include all of your searchable applications.

Mark Enable this option to insert a bookmark before every instance of the search term or string.

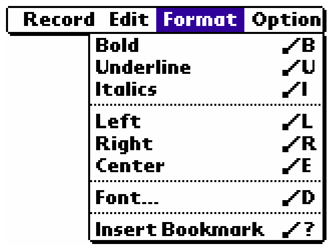
Count Enable this option to see how many times a particular word or phrase appears in the document.

Thesaurus… Tapping on Thesaurus will bring up the integrated thesaurus. This feature is described in detail in Chapter 5. The Thesaurus was developed by **DDH Software, Inc.** (www.ddhsoftware.com).

Check Spelling Tapping on Check Spelling will bring up the integrated spell checker. This feature is described in detail in Chapter 5. The Spell Checker was developed by **DDH Software, Inc.** (www.ddhsoftware.com).

Memo Format Menu

The Format menu for WordSmith memos has the following options:



Bold This option lets you enter bold text into a memo. You can tell that you have turned this option on by looking at the Bold icon on the memo screen. If it is highlighted, it is enabled. Tap the Bold menu item or Bold button again to turn off bold text.

Underline This option lets you enter underlined text into a memo. You can tell that you have turned this option on by looking at the Underline icon on the memo screen. If it is highlighted, it is enabled. Tap the Underline menu item or Underline button again to turn off underline text.

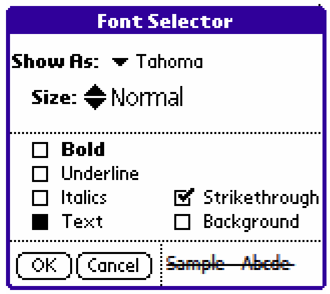
Italics This option lets you enter italicized text into a memo. You can tell that you have turned this option on by looking at the Italics icon on the memo screen. If it is highlighted, it is enabled. Tap the Italics menu item or Italics button again to turn off bold text. Please note that in order to use *italics* you need to have FineType turned on (FineType is the default option for WordSmith).

Left This option lets you left justify text entered into your memo. You can tell that you have turned this option on by looking at the Justification button on the lower part of your screen. If the text in the button is aligned to the left, it is on. You can switch to a different alignment by tapping on the button or by tapping on a different format menu item. To left justify the whole memo, Select All (highlight all of the text) and then tap on Left. To left justify on a section of the memo, select the section and then tap on left. To left justify newly entered text, tap on left and type.

Right This option lets you right justify text entered into your memo. Please see the instructions under Left above for assistance on justifying text.

Center This option lets you center text entered into your memo. Please see the instructions under Left above for assistance on justifying text.

Font… This option will open the Font Selector dialog box shown below. An alternative way to display the Font Selector dialog box is to tap on the Fonts button in the lower right hand corner of your organizer's screen. Note the Sample box in the lower right hand corner that shows you what the font you have selected will look like.



Show As: Use the arrow to select a display font for your memo if you have FineType enabled. You may want to choose a font like Tahoma (e.g. one that was designed especially for small screens (devices)). Display fonts may be added to your organizer by using the FineType Converter (*Windows only*). Please see Chapter 3 for more information on the FineType Converter.

Size Use the arrows to change the size of the Font. There are 3 font sizes available, Large, Normal and Small.

Bold Enable this option to enter bold text.

Underline Enable this option to enter underlined text.

Italics Enable this option to enter italicized text. Please note that in order to use *italics* you need to have FineType turned on (FineType is the default option for WordSmith).

Strikethrough Enable this option to enter strikethrough text.

Color Text and Background Enable these options to select color for your text and background (color devices only). Please note that you will not be able to view color fonts on your device if you have FineType enabled (FineType is the default option for WordSmith).

Insert Bookmark Tapping on this option will insert a bookmark into your memo (a bookmarked page tag will be inserted into the text). To delete the bookmark, simply delete the tag.

Memo Option Menu

The Option menu for WordSmith memos has the following options:



Phone Lookup… This handy option lets you quickly look up a phone number and add it to your memo. Simply highlight the phone numbers you need and tap on the Add button to add to your memo. You can use the Look Up feature or the arrows to search through your numbers.

Extend Selection Allows you to select large blocks of text easily. Similar to using shift-arrow keys on keyboard. Just place cursor where you want to begin selection, and then go to the Options menu/Extend Selection and place cursor where you want the selection to end. Works nicely with the File menu's Go To features. This option is great for editing with the stylus or for users of keyboards that don't support shift-arrow to select text.

Full Screen This option lets you utilize every precious bit of your organizer's screen for viewing or editing your memo by hiding the Title Bar and Toolbar. To leave full screen mode, simply tap on the small icon in the upper left hand corner. To stay in full screen mode but retrieve the toolbar, tap on the small arrow in the lower right hand corner. Tap on the arrow again to hide the toolbar.

Display Options This dialog box provides you with many options. For a full description, please see Chapter 4, Memo Options Menu – Display Options.

Change to View Mode This option lets you switch to View mode from Edit mode.

Auto-Save… This option lets you set WordSmith to save your documents every 0-99 minutes.

User Dictionary This option lets you set up to two supplemental dictionaries at the same time.

Graffiti Help… This option provides you with a list of the Graffiti characters. You can use the arrows in the lower right hand corner to scroll through the characters.

Keyboard Help… This option provides you with a list of all of the keyboard shortcuts that you can use in WordSmith. These shortcuts were designed to work with the Palm Portable and Targus Stowaway keyboards. You can use the arrows in the lower right hand corner to scroll through the characters.

Register… This option allows you register a trial version of WordSmith. Simply tap on Register and input the information requested on the Register dialog box. For more information on registering, please see Chapter 10.

About… Select About to see what version of WordSmith you are using.

7 Document Viewing

General Viewing

Many handheld computer users are familiar with Doc Viewers or E-book readers – these are the programs that let you read a book or document on your organizer. WordSmith takes these isolated "viewer/reader" applications and boosts their usefulness by coupling them with a powerful word processor and memo pad. Doing a little research on the road and want to quote the author in a report you are writing? Great… simply, copy and paste text out of the book right into a report (i.e., another doc or memo).

This section describes the features and menu options that are available when one is using WordSmith to view or read docs or memos. Of course, you can view or read when you are in Edit Mode, but View Mode has some benefits, such as special scrolling options, that you will come to enjoy. Also, View Mode can save you from a costly, inadvertent deletion of important text!

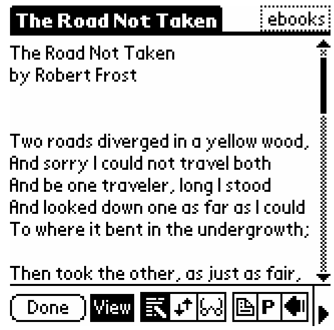
A quick note before we begin coverage of the View Mode of WordSmith – since the features and menus of the View Mode for docs and memos are virtually identical, we have decided to cover both modes in one section. For simplicity sake, we will just refer to document viewing in the remainder of this section, except where there is a difference in features.

Note on Rotating Screen for Easy Viewing

WordSmith users who are accustomed to flipping their organizer's 90 degrees and reading the screen such that each line of text has more characters will be happy to hear that this is doable with a freeware program called FlipHack. Please note that to use FlipHack, you must turn off FineType. To disable FineType, open the Options menu, select Display Options and uncheck the box for Use FineType™ Fonts. For more information or to download a free copy of FlipHack, please visit:: http://www.byteswapped.com/palm...

View Mode Screen Features

This section outlines the various features that are available in the View Mode. To get in View Mode, launch WordSmith on your organizer, open a doc or create a new doc and change WordSmith to View Mode (if it isn't already in View Mode, you can do this by tapping on the Edit button). The figure below is a screenshot of a document in View Mode.



Document name The left side of the Title Bar indicates the name of the document that you are viewing. (**Note:** in Memo View Mode, the left side of the Title Bar indicates what memo you are in by the memo's number (e.g., 1 of 4).

Category The right side of the Title Bar indicates the category that the doc is in. In the example above, the category is ebooks. To change the doc's category, simply tap on the category to get the category pop-up menu. You can change the categorization of the doc by tapping on one of the listed categories or by selecting Edit Categories and creating a new category (such as, ebooks), delete categories you no longer need, etc. For information on moving a doc to and from an expansion card, please see Chapter 8.

Done button Tap the done button to close and save the doc.

View button Tap the view button to switch from view mode to edit mode. Tap it again to switch back to view mode.

Stylus Drag button This button turns on direct scrolling mode and lets the doc slide under your stylus as if you were dragging it up and down.

Auto-Scroll button This button turns on auto-scroll mode. With Auto-Scroll, you have two scrolling options. If you tap and hold, the text will automatically scroll. The farther you are from the center, the faster it scrolls up or down. If you lift the stylus, the document will stop scrolling. Alternatively, if you just tap near the top or bottom, it will scroll a whole page at a time. If you tap near the center, it will scroll half of a page. Please see the note below regarding Preferences.

Teleprompter button This button turns on teleprompter mode. Just tap the stylus to the screen for variable speed – the closer to the top the slower it will scroll. Please see the note below regarding the Take a Break feature and Preferences.

Please note that if you are using a Sony Clie, you can use the **jog dial** to adjust the speed. If the screen is scrolling, you can use the dial to adjust the speed, up for slower (or backward), down for faster. The Back button cancels the scroll.

Bookmark button Tap on this button to bring up the bookmark menu. Tap on the bookmark's name to jump to its location in the document.

Go To Paragraph button Tap on this button to bring up a list of the first few words of each paragraph. Tap on the paragraph to jump to the paragraph in the document.

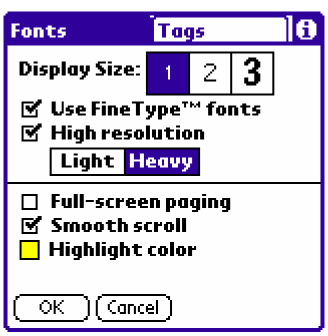
Go To Previous button  This option brings up a list of the last 50 "Go To" locations (e.g., bookmarks, tables, images, top, bottom, paragraph, etc.) you have visited in a particular document.

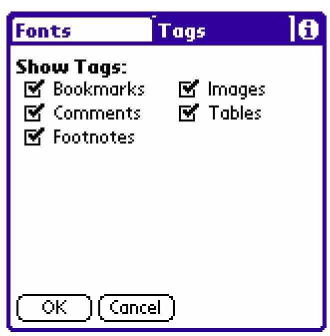
Arrow Tap on the arrow in the lower right hand corner to hide the toolbar. Tap on it again to get it back.

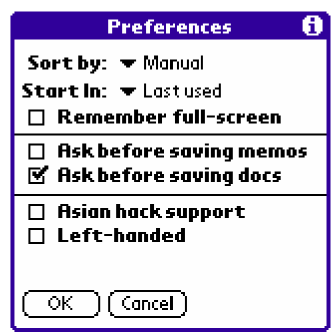
Scrolling The right side of the screen has a scrollbar. Use your stylus to move the cursor up and down in the document. Note you can slowly scroll through the document by putting your cursor on the up or down arrow or quickly move through the document by dragging the bar on the scrollbar. If you are a lefty, use Preferences (from the main doc or memo list screen, open the Options menu, select Preferences and check the box for Left-handed support) to move the scroll bar to the left side of the screen.

Note regarding Display Options and Preferences.

Please note that there are a few display options and preferences that affect how you View your documents. To access the Display Options and Preferences dialog boxes (shown below), open the Options menu and select Display Options or Preferences. Among other things, this option will allow you choose whether to show tags for bookmarks, comments, footnote, images and tables, whether to turn on or off Full-screen paging (from within view mode, a page down will not repeat the last line of the previous page) and Smooth scroll (turning off smooth-scroll will result in line by line or somewhat "jerky" scrolling) and whether to use FineType regular fonts or high resolution fonts. Please see Chapter 4 for more information on the Display Options and Chapter 5 on Fonts.







View Mode Menus

This section describes the menu options that are available once one is in View Mode. To see these menus, you need to launch WordSmith on your organizer, open a memo or doc and change from Edit Mode to View Mode (if it isn't already in View Mode, you can do this by tapping on the Edit button in the toolbar) and opening the doc or memo you want to view.

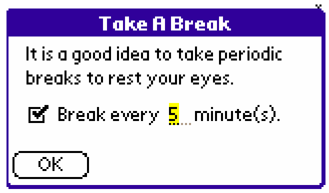
Once you are inside of a doc or memo, tap on your organizer's Menu icon (or FN+Phone for Palm Portable and Stowaway keyboard users) and you will see the following menus:

- **For Docs:** File and Options
- **For Memos:** Record and Options

Please note that the Doc View Mode File and Options menus are very similar to the Doc Edit Mode File and Options menus covered above. The View Mode Options menu has two menu items that are not available in Edit Mode:

Find. This option brings up the Search This Document dialog box covered elsewhere in this manual. Rather than use the Option menu to bring up this dialog box, you can also just tap on the Find icon in the graffiti area.

Take A Break. This option pops up a dialog box that will enable you to set breaks to rest your eyes . The default is 5 minutes (i.e., after 5 minutes of teleprompting, WordSmith will remind you to rest your eyes.) To disable this feature, uncheck the box. To change the time, simply enter the time you want.



Similarly, the Memo View Mode Record and Options menus are identical to the Memo Edit Mode Record and Options menus. For more information on these menus, please see Chapters 5 (Doc Editing) and Chapter 6 (Memo Editing).

8 Virtual File System (VFS) Support

Devices with VFS

If you have a device with virtual file system (VFS) support, you can move documents to the MultiMediaCard (MMC) card, Secure Digital (SD) card or Memory Stick® (collectively, "expansion cards") and read or edit directly from the expansion card. Please note that this feature is not available for WordSmith memos.

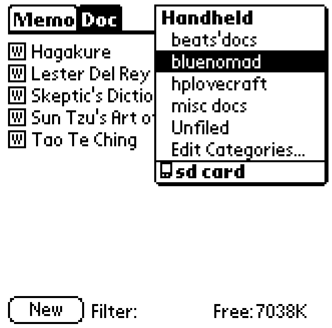
Devices that offer VFS include the Handspring Treo 90, Palm m500 and m505, Sony CLIE and Handera 330. In a nutshell, moving a WordSmith document to the expansion card is just like moving a document to a different category on your organizer (e.g., from the "All" to "Personal" category). In this case, the category you are choosing is the expansion card. For Palm OS 3.5 devices, the card will show up as either "Card:name" (if the expansion card has a name) or "Card:x" where x is the slot number (this will be 1 unless you are using a device like the Handera 330 which has more than one slot). For Palm OS 4.0 devices, the card will show up as "(icon)name" (if the expansion card has a name) or "(icon)Card:x" where x is the slot number.

Note on Synchronizing Documents and VFS

WordSmith supports editing and reading of documents when they are moved to the expansion card. However, synchronization of documents from the expansion card is not supported at this time. Documents should be in RAM in order to be synchronized. If you move a document to the expansion card, the WordSmith conduit will assume the document has been deleted from the device. Before moving a document to the card, it is a good idea to remove the sync flag.

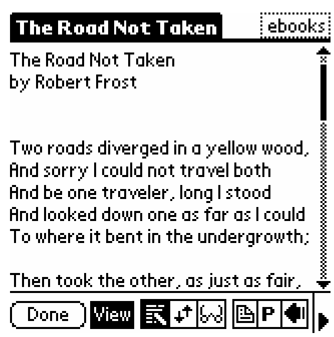
How to Move a Document to the Card

This section outlines the different ways to move a document to the expansion card. The figure below is a screenshot of the Document list with category menu open:

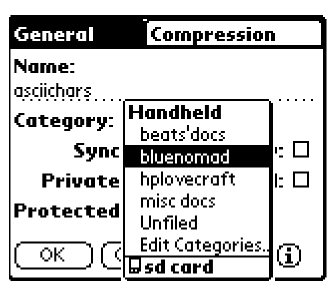


Moving to VFS from the Document List Holding down the stylus on the title of a document will allow you to access the pop-up menu. From here you can select "Category" and then pick your expansion card from the list of categories. You will be prompted to verify that you want to move this document to the expansion card. In the Palm m505 screenshot above, you can see expansion card as the last category, "sd card."

Moving to VFS from within an Open Document When you have a document open, the right side of the Title Bar indicates the document's category. In the example below, the category is "ebooks." To move the document to the expansion card, simply tap on the category to get the category pop-up menu. You can change the category (and thus, location of the document) by tapping on the expansion card category.



Alternatively, from within a document, you may open the File menu and select Details/Rename to move the document to the VFS card. You may do this by simply changing the category to the expansion card.



Note on Document Location

Please note when "Handheld" is on the top of the category list, this means that you are reading the document from the handheld's memory or RAM. When you switch to the expansion card, the card will be listed first.

Working with Documents in VFS

Reading and editing documents on your expansion card works substantially the same way as it does from the main memory. All the same features and formatting are available. However, synchronizing of documents from the expansion card is currently not possible.

Compression of Documents on the Expansion Card Since documents are not synchronized from the expansion card, compression is strictly a manual operation. While documents in RAM can be set to compress during HotSync, documents on your expansion card have to be compressed manually after editing.

On the expansion card, you can "compress now". This option is available from the File menu's Details/Rename dialog box and also available by tapping on the listed size of the uncompressed document. Uncompressed documents will show a dotted box around the listed size of the document. In the image below, you can see two documents are uncompressed.



9 Graffiti and Keyboard Shortcuts

Graffiti Shortcuts

The Graffiti shortcuts save you time by reducing the number of taps you need to make and the number of menus you need to open to get the most out of WordSmith's features and menus. To use a shortcut key, enter the shortcut symbol (e.g., the slash with a dot at the end) by tapping in the lower left hand screen of the Graffiti box and slashing upward in a northeast direction and entering the corresponding Graffiti shortcut. For example, in doc Edit Mode, to use the Copy command's shortcut, enter in a slash and a C. WordSmith's Graffiti shortcuts are listed in the menus, to the right of the feature name.

Keyboard Shortcut Keys

The following keyboard shortcuts were developed exclusively for use with Palm Portable and Targus Stowaway keyboards. To use a shortcut key, hold down the modifier key (usually, the Ctrl key) and press the keyboard key corresponding to the command. For example, to use the Bold command's shortcut key, hold down Ctrl and press b. Please note that many shortcuts will also work on the GoType! Keyboard.

To see a list of the keyboard shortcut keys on your organizer, open a doc or memo in Edit Mode, open the Options menu and select Keyboard Help…

To speed up the key repeat rate (this is especially important for backspacing), tap the keyboard icon on your organizer and drag the "Key Repeat Rate" slider to the right.

Note on Special Keyboard Support for Menus

Please note that you may use a Palm Portable or Targus Stowaway keyboard to jump between the menus and maneuver within menus. Once the menus are open (use Fn+Phone), simply use the arrow keys to move between and within menus. In addition, you can use the Enter key to close most dialog boxes. Our goal with this application is to allow avid keyboard users the ability to type memos and docs without having to use the stylus.

General Keyboard Shortcuts

Ctrl-c	=	copy
Ctrl-x	=	cut
Ctrl-v	=	paste

Ctrl-s	=	save/save as
Ctrl-z	=	undo
Ctrl-y	=	redo
Ctrl-f	=	find
Ctrl-b	=	bold
Ctrl-u	=	underline
Ctrl-i	=	italics
Ctrl-l	=	left align
Ctrl-e	=	center
Ctrl-r	=	right align
Ctrl-j	=	full justify (preserved, but only displayed on the desktop)
Ctrl-g	=	go to
Ctrl-[	=	shrink font
Ctrl-]	=	grow font
Ctrl-m	=	left indent+
Ctrl-M	=	left indent -
Ctrl-t	=	hanging indent +
Ctrl-T	=	hanging indent -
Ctrl-d	=	Font dialog
Ctrl-S	=	Paragraph style dialog
Ctrl- --	=	Strikethrough
Ctrl-=	=	Subscript
Ctrl-+	=	Superscript
Left/right	=	Move one character left/right
Ctrl-left/right	=	Move a word left/right
Cmd-left/right	=	Go to beginning/end of line
Up/down	=	Move one line up/down
Ctrl-up/down	=	Go to up/down a paragraph
Fn-up/down	=	Go up/down a page
Cmd-up/down	=	Go to top/bottom of document
Ctrl-backspace	=	Delete previous word
Ctrl-delete	=	Delete next word

In addition, you can use the **Enter** key to close most dialog boxes.

Text Selection Keyboard Shortcuts

The following keyboard shortcuts allow you to rapidly select text:

Left/right+Shift	=	Select one character left/right
Ctrl-left/right+Shift	=	Select a word left/right
Cmd-left/right+Shift	=	Select to beginning/end of line
Up/down+Shift	=	Select one line up/down
Ctrl-up/down+Shift	=	Select up/down a paragraph
Fn-up/down+Shift	=	Select up/down a page
Cmd-up/down+Shift	=	Select top/bottom of document